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Glendale School District

Employee Handbook

*Our mission*

*In partnership with parents and the community, is to provide a safe environment for our students – where they can be educated, challenged and inspired to reach their full potential.*

**2022-2023**

**Superintendent Message**

As we enter a new school year, I am excited about the many opportunities that lie ahead. We continue to build a strong foundation based on great teachers and staff, a supportive School Board, and an engaged community. With the strong foundation that we have started to build over the past two years, we continue to shape our District to exemplify excellence in all we do, every day.

Our committee teams have presented a Continuous Improvement Plan focused on academic, wellness and community engagement. As we look ahead to the 2022-2023 school year, we stay committed to preparing our students for the potential challenges they may face in their academic journey. To assist them in meeting these challenges, we depend on our dedicated staff to continue to raise the bar in the classrooms to Successfully Educate ALL Students in this District. I am proud of our many accomplishments, in our schools and across our district, and I look forward to creating more opportunities for our students to be successful.

We have some very significant work ahead of us in the next few years. Our committee work will continue to refine practices, procedures and expectations that offer a safe, engaged and positive learning programs for all students. Our goals are:

|  |  |
| --- | --- |
| **Goal 1**  **Academic Progress** | Goal: To develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic, and career goals.  SMART Objective 1. By 2026 The district will see annual growth on the Oregon State Assessment increasing students meeting and exceeding in English Language Arts and Math of 5% in each area annually.  SMART Objective 2: All students will meet or exceed expected / typical growth goals   in reading and math as determined by district summative assessments  increasing met/ exceed by 10% annually |

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| **Goal 2**  **Student Wellbeing** | Goal:    To provide a supportive learning environment to promote social emotional learning and growth for all stakeholders so all students feel safe and respected in the school which will allow teachers to increase engagement during instruction for all students.  SMART Objective 1: The results of the school wide climate survey completed annually in February will demonstrate a 20% increase in positive responses from staff, students and families regarding respect and safety for all student groups.  SMART Objective 2: Disciplinary Referrals for major behavioral events will decrease by 30% by 2025  SMART Objective 3: By 2025 Average regular attendance will increase to 95% or better |
| **Goal 3**  **Parent Engagement** | GOAL: Promote, facilitate, and enhance parent, student, and community involvement in the district educational programs.  To increase family engagement and effective two-way communication systems by August of 2026, individual school-level family engagement plans, based on staff, student, and parent input, will be developed, and maintained as part of each schools School Improvement Plan. |

We have an amazing district filled with dedicated staff who are all focusing on student needs. With everyone continuing to focus on students while supporting one another we will continue to grow!

Bridget McMillen

Superintendent

Glendale School District.

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| Preface |
| The material covered within this staff handbook is intended as a method of communicating to employees regarding general district information, rules and regulation, and is not intended to either enlarge or diminish any Board policy, administrative regulation, or collective bargaining agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, collective bargaining agreement, or changes in state or federal law. Board policies are available at each school office, district office and on the Glendale School district website. Any questions regarding school district policy should be directed to Jennifer LeBert at Jennifer.lebert@glendale.k12.or.us  Any information contained in this staff handbook is subject to unilateral revision or elimination without notice.  No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.  Equal employment opportunity and treatment shall be practiced by the district regardless of an individual’s perceived or actual race[[1]](#footnote-2), color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, pregnancy, childbirth or a related medical condition[[2]](#footnote-3), age, veterans’ status, service in uniformed service, familial status, genetic information, an individual’s juvenile record that has been expunged, or mental or physical disability[[3]](#footnote-4), or economic status, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.  The following staff have been designated to coordinate compliance with the Americans with Disabilities Act, the Americans with Disabilities Act Amendments Act, and Section 504 of the Rehabilitation Act:  Douglas County Education Service District – Appointed Director of Special Education – Angela Keeran [angela.keeran@douglasesd.k12.or.us](mailto:angela.keeran@douglasesd.k12.or.us)  The following staff have been designated as the coordinator of Title IX of the Education Amendments, and other civil rights or discrimination issues:  Bridget McMillen – Superintendent bridget.mcmillen@glendale.k12.or.us  The procedure for filing a complaint can be found on the district’s home page at [Glendale School District | Glendale, Oregon | Glendale School District](http://www.glendale.k12.or.us/).  *Our mission, in partnership with parents and the community, is to provide a safe environment for our students – where they can be educated, challenged and inspired to reach their full potential.* |
| Staff Directory |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **District Office**   |  |  | | --- | --- | | Superintendent | Bridget McMillen | | Executive Administrative Assistant | Jennifer LeBert | | Technology Admin | Delwin Johnson | | Athletic Director | John Stott & Donna Strand | | Transportation Director | Jack Marvin | | Maintenance Director | Clinton Crites | | Food Service Director | Shelly Martinez | | Counselor | Susie Snelling | | Bus Drivers | Paula Endfinger  Robyn Richardson  Nena Stewart  Dominique Meeks | | |
| |  |  |  |  | | --- | --- | --- | --- | | High School & Junior High | | Elementary School | | | Principal | John Seidel | **Principal** | Bridget McMillen | | Secretary | Melissa Denzer | **Secretary** | Donna Strand | | English/ Drama | Mary Huls | **Pre-Kindergarten** | Kailee Kidwell | | Science | Tyler Long | **Kindergarten** | Elise Halstead | | History/Social Studies | John Stott | **Grade 1** | Anna Saylor | | Math | Scott Perkins  Jason Haggard | **Grade 2** | Angela Deere | | Physical Education/ Health | Randie Callahan | **Grade 3** | Lindsey Wilbur | | Special Education | Megan Eldred | **Grade 4** | Kristi France | | Electives | Debie Collins  Rob Collins  Jack Marvin  Ann Smith | **Grade 5** | Grace Mathieson | | Jr. High ELA / Social Science | Leighila Burrows | **Grade 6** | Oscar Bishop | | Jr. High Math / Science | Austin Lawrence | **Special Education** | April Hudgeon | | Graduation Coach/ Counselor | Susie Snelling | **Title 1** | Kate Bowers | | IA | Mehliss Jensen  TBD  TBD | **IA** | Stacy Patyrson  MJ Martin  Pam Dietz  Debbie Cast  Debbie Smith  Jazzmine Cruz  Nena Stewart  Alyssa Uhrun  Jaymee Wiggins | | Custodial Staff | Millie Lawrence  Toni DeMaggio  Dave Harris |  | Lenny Smith  Belinda Smith | | Food Service | Michelle Gonzales | **Food Service** | Nancy Morningstar | | Food Service Assistant | Dena Miller | **Food Service Assistant** | Natalie Ford | |
| Associations: |
| The Oregon Education Association represents the bargaining unit for all licensed staff. Association officers and building representatives are as follows:  Jason Haggard – President John Stott – Vice President Scott Perkins – Secretary  Angela Deere – Elementary Rep Mary Huls – Secondary Rep  The OSEA Association represents the bargaining unit for all classified staff. Association officers and building representatives are as follows:  Millie Lawrence – President Nena Stewart – Vice President |
| Bell Schedule |
| **Elementary** **Secondary**  7:50 – Students Arrive 8:00 – Students Arrive  3:30 – Students Depart 3:45 – Students Depart |
| School Board Information |
| Regular Board meetings are held on the 3rd Wednesday at the High School. Meetings begin at 6pm. All regular, special, and emergency meetings of the Board are open to the public unless as otherwise provided by law.  All staff members are invited to attend Board meetings.  All formal communications or reports to the Board are to be submitted through building supervisors and administrators to the superintendent in accordance with established lines of authority, as approved by the Board. This does not restrict protected labor relations communication of bargaining unit members.  All official Board communications, policies, and information of staff interest will be communicated to staff through the superintendent to local building supervisors and administrators. |
| The Legislature of the state of Oregon delegates to the Board the responsibility for the conduct and governance of the district’s schools. Board members, as elected by residents of this district, are as follows:   |  |  | | --- | --- | | Board Chair | Caroline Lydon | | Vice Chair | Tom Chanez | | Board Member | Ryan Owens | | Board Member | Cindy Chanez | | Board Member | Justin Callahan | |
| **Building Hours** |
| The building is accessible to staff weekdays, during the school year, between the hours of 7:00am – 5:00 PM  Staff members requiring access at other times, including weekends, may do so by contacting the principal by email  During summer and other times during the school year when school is not in session, the building is open for staff access between the hours of 8:00-4:00 daily – Please let custodial staff know you will be on campus. |
| Building Entrance |
| All building entrances will remain locked. Staff should use their assigned Key Card assigned to them.  Staff may park in any school designated lot. The district does not assume any liability for damage to vehicles parked at the school site. |
| Community use of Building |
| The building is open to community groups during the week and weekends for approved use when such use does not interfere with district programs.  Any staff wanting to use facilities outside of regular school functions must complete a facility use form and submit it to the principal for approval.  As classrooms may be scheduled outside regular building hours, all staff are encouraged to leave their rooms in order and to secure personal items. The district is not responsible for personal items left on district property. |
| Conference Affiliations |
| The district’s high school is a member of the Oregon School Activities Association (OSAA) and participates in recognized activities in the with schools comprised of comparable enrollments and activity programs.  The high school participates in the following OSAA-recognized activities football, volleyball, cross country, wrestling, boys’ and girls’ basketball, track, baseball, softball, and student council as players and coaches are available.  Middle Schools participate in the Little Fir League - recognized activities football, volleyball, wrestling, boys’ and girls’ basketball, track, as players and coaches are available. |
| District Office Hours |
| The district office is open weekdays Monday- Friday, between the hours of 8:00- 4:00pm during the school year. During summer months and other times during the school year when school is not in session, the office is open Monday -Friday 8:00am- 2:00pm  The office of the Superintendent is located at the Elementary School -- Bridget.mcmillen@glendale.k12.or.us  The District Secretary is located at the High School – Jennifer.Lebert@glendale.k12.or.us |
| Staff Operations |
| Absences |
| Staff members unable to report to work for any reason must notify Principal/Office Secretary as soon as possible to ensure that appropriate substitute arrangements may be made. Substitutes are assigned daily unless a longer duration is specified. ALL staff are required to put their absence into AESOP on the day of the absence. Notification of personal days should be made 5 days in advance to receive approval. Due to staffing shortages – per contractual agreements- personal days requested are not guaranteed approval.  In order to facilitate continuity during absences, staff members unable to return to their duties the following day should contact School Office by 2:00 p.m. Whenever possible and as appropriate, substitutes will be retained during your absence.  Staff members may, at the time of the reported absence, request a particular substitute. Requests that a particular substitute not be called may be made in advance through the principal only. Final decisions regarding substitute use or nonuse will be made by the district  Staff members may arrange coverage through personal arrangements with substitutes or others either for all-day or temporary absences from their duties with the approval of the principal  Paid and unpaid leaves are provided in accordance with collective bargaining agreements, established Board policy, and federal and state law.  A covered employer[[4]](#footnote-5) is required to give an eligible employee leave, if they are a victim of domestic violence, harassment, sexual assault or stalking, or is a parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault, or stalking. The leave may be unpaid. |
| Abuse of a Child Reporting |
| Abuse of a child by district employees, contractors[[5]](#footnote-6), agents[[6]](#footnote-7), volunteers[[7]](#footnote-8), or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers, and students are subject to Board policy, GBNAB/JHFE – Reporting of Suspected Abuse of a Child, and the accompanying administrative regulation.  All staff will be required to participate in annual training in the prevention and identification of abuse of a child and the obligations of reporting.  Any staff member who has reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse or neglect shall immediately orally report or cause an oral report immediately by telephone or otherwise to the local office of the Oregon Department of Human Services or local law enforcement agency within the county where the person making the report is located at the time of the contact.  Any district employee who has reasonable cause to believe that **any person** with whom the employee is in contact has abused a child shall immediately report or cause a report to be made in the same manner to Oregon Department of Human Services (DHS), its designee, or to the law enforcement agency within the county where the person making the report is located at the time of the contact.  Any district employee who has reasonable cause to believe that **another district employee, contractor, agent, volunteer, or student** has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer, or student shall immediately report such to the DHS, its designee, or the local law enforcement agency pursuant to ORS 419B.015, and to the designated licensed administrator.    Written documentation of this report must be completed and submitted to one of the following:   * School Site Principal * Superintendent of Glendale School District   If the superintendent is the alleged perpetrator the report shall be submitted to the Secondary Principal who shall also report to the Board chair.  Forms are available in the office.  Oregon law recognizes these, and other types of abuse:   1. Physical; 2. Neglect; 3. Mental injury; 4. Threat of harm; 5. Sexual abuse or sexual exploitation.   Failure to report a suspected abuse of a child or to comply with the confidentiality of records requirements is a violation punishable by law and by district disciplinary action up to and including dismissal.  A staff member who, based on reasonable cause, participates in good faith in making of an abuse of a child report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law. A substantiated report of abuse by an employee shall be documented in the employee’s personnel file. Intentionally making a false report of abuse of a child may be a Class A violation. |
| Extra-Curricular |
| Staff members designated by the principal with responsibility at extracurricular activities are admitted free of charge. All other staff members attending district extracurricular activities are assessed the uniform district admission rate, as established by the Board. Coordinate with Board policy DFEA – Admissions to District Events (Optional), GBC-AR – Staff Ethics (Optional), and applicable collective bargaining agreements. Districts are advised that employees and Board members must have a specific duty at a district event in order for the district to offer free admission |
| Animals in District Facilities |
| Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability and animals approved by the principal of the building/ superintendent that are part of an approved district curriculum or cocurricular activity are allowed in district facilities.  Animals, except those service animals serving persons with disabilities, may not be transported on a school bus. |
| Breaks |
| Scheduled breaks are provided to all nonexempt employees to ensure safety, efficiency, and to meet the requirements of law. All classified staff members who work 4 or more consecutive hours are entitled to one 15-minute break. Those working 8-hour days are entitled to two 15-minute breaks per collective bargaining agreement.  Employees who work six or more consecutive hours receive a 30-minute meal break, unless otherwise provided by law.  Nonexempt (e.g., includes some confidential) employees are expected to adhere to the break schedule established by the principal. Deviation from the regularly scheduled break period requires prior supervisor approval. |
| Care of District Property |
| All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Incidents of theft of willful destruction of district property through vandalism or malicious mischief should be reported immediately to the principal.  Certain district-owned equipment including, but not limited to, laptops, cell devices, or iPads, may be checked out by staff and district patrons. Such equipment may not be used for personal financial gain or avoidance of personal financial loss. An Equipment Use Form must be submitted and approved. Forms are available in the office. There is no equipment use fees.  Board policies KGF/EDC – Authorized Use of District Equipment and Materials (Highly Recommended), ECAB – Vandalism, Malicious Mischief or Theft (Optional), Oregon Government Ethics Commission (OGEC), and ORS Chapter 244.  In the event of loss or damage, a fee may be assessed by the district according to the repair or replacement costs. |
| Collected by Staff – Money |
| Money collected by staff as a result of fund raisers or other school-related purposes is to be deposited in the office whenever the sum accumulated in any one day by a class, staff member, or others exceeds $25. At no time should money collected be allowed to accumulate in classrooms, lockers, or other unsecured areas.  All funds must be double counted and confirmed by office staff and one other individual.  Staff members are asked to emphasize to students the importance of promptly depositing money collected with appropriate school officials. Clubs and programs are not allowed to maintain outside bank accounts- all student funds are required to be maintained with the district financial system. |
| Check out |
| Workday Checkout:  Teachers may leave the building and district grounds during lunch 30 min, as necessary- Please notify the office that you will be off campus. Departures during preparation periods must be approved by the principal or assistant principal.  Classified staff is permitted to leave the building and district grounds during their lunch break Please notify the office that you will be off campus.  All staff is required to check out/in with the office per school procedure. This will enable office staff to respond appropriately in the event of message and emergency situations that may arise.  Year-end Checkout:  The principal/ office will collect/ record all staff keys and/or access cards  All staff will complete the following checkout procedures:  The following items are to be signed off by the office   * 1. Student assessment sheets completed and turned in, including attendance and behavior marks for all students. * 2. Copies of all finals, test/finals key, and grading scales turned in to the office for students who need to make up final tests.   The following item is to be signed off by media staff:   * 1. Library/media equipment/materials checked in:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (List any equipment/materials not checked in and replacement costs.)   * 2. All year-end reports turned in including inventory, list of participants and award winners, records/competition results, etc.   The following items are to be signed off by the Custodian:   * 1. Inventory of all classroom furniture, equipment, and textbooks/instructional materials stored in classroom. Retain one copy for classroom files and one copy to office.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (List any furniture/equipment/textbooks/instructional materials not accounted for and replacement costs.)   * 2. Furniture and equipment in need of repair has been labeled and a list has been submitted to the office; * 3. Room check completed. Desks, lab, and electronic and other technology equipment cleaned, whiteboards cleaned, personal property removed, and all district equipment and textbooks/instructional materials properly stored. Bulletin board materials and other materials posted on doors and walls have been removed; * 4. Daily class record books completed including:   1. Teacher name, date, and subject/class clearly marked;   2. First and second quarter grades and final quarter test grades for first semester clearly marked;   3. Third and fourth quarter grades and final quarter test grades for second semester clearly marked;   4. First and second semester grades and final semester test grades clearly marked;   5. Students not receiving a final grade and enrolled in class at any time are clearly marked as a drop or withdrawal, as appropriate. Include grade earned to last date of enrollment in class;   6. Grading scale, curve, etc., that indicates how grade was determined clearly marked for all classes/subjects;   7. Total number of absences for each quarter and total cumulative absences for each semester clearly marked;   8. Common curriculum goals/essential learning skills assessed clearly marked. * 5. Purchase orders for supplies, instructional materials, and textbooks needed for start of next school year and completed and turned in to the office. * 6. Student portfolios completed and stored in designated area. * 7. Mailbox emptied. * 8. Computers/Storage unplugged, desktop passwords removed, etc. * 9. All keys marked and recorded into the office. * 10. Summer address, phone number, and alternate/emergency phone number turned in to the office. * 11. Return any district-owned electronic devices i.e., Chromebooks, iPads, cell phones, etc. not assigned to your room. |
| Classroom security |
| When leaving the classroom, locker room, or other work areas between classes or at the end of the day; teachers are expected to turn out the lights and secure all doors. Windows should also be secured at day’s end.  Staff is asked to refrain from keeping personal items of value in or about their desks. Personal items should never be left unsecured. Students should be instructed to leave valuables at home.  The district will not be responsible for the loss of, or damage to, personal property. Staff should limit the number of personal items located on campus to those items needed for instructional purposes only. |
| Communicable Disease/ Blood Born Pathogens/ Infection Control Procedure |
| The district provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Reasonable protection from communicable diseases is generally attained through immunization, exclusion or other measures in accordance with Oregon law, by the local health department, or in the *Communicable Disease Guidance* published by the Oregon Department of Education and the Oregon Health Authority. Infection control procedures, including provisions for handling and disposing of potentially infectious materials, have also been established through Board policy and administrative regulations for staff and student protection.  A staff member may not attend work while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that the staff member has or has been exposed to any disease for which exclusion is required, in accordance with law and per administrative regulation GBEB-AR – Communicable Diseases – Staff.  All staff shall comply with all other measures adopted by the district and with all rules set by the Oregon Health Authority, Public Health Division, and the local health department.  Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law. |
| Staff members designated as primary first-aid providers, or who may otherwise incur occupational exposure to blood or other potentially infectious materials in conjunction with their assigned duties as determined by the district, will receive appropriate information, and training as follows:   1. At the time of initial assignment to tasks where occupational exposure may take place; 2. At least annually thereafter and within one year of their previous training; 3. When changes such as modification of tasks or procedures or new tasks or procedures affect the staff member’s occupational exposure.   Additionally, HBV vaccination and vaccination series will be made available after training and within 10 days of initial assignment to all staff that have been identified by the district as having occupational exposure. Report any occupational exposure to bloodborne pathogens to the building safety officer. Following a report of an exposure incident, the district will immediately make available to the exposed staff member a confidential post-exposure evaluation and follow-up.  Employees who use medical sharps in the performance of their duties (e.g., administering injectable medicines to students, such as epinephrine and glucagon) will annually be provided an opportunity to identify, evaluate, and select engineering and work practice controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps injury protections, and needleless systems). The district will implement such work practice controls, as appropriate. |
| Appropriate hygienic and sanitation practices have been established by the district as follows:   1. Standard precautions are to be followed at all times. Standard precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV\*\*, HBV\*, and/or bloodborne pathogens; 2. Whenever possible, students will be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own band-aids. If assistance is required, band-aids may be applied after removal of gloves, if care giver will not come into contact with blood or wound drainage; 3. Food and Drug Administration (FDA) approved gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trash cans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment, and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing, and cleaning up vomit; 4. Immediate, complete, and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given a student or contact with potentially infectious materials; 5. If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary; 6. In the event hand-washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the district as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and water as soon as feasible; 7. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures, immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials, and at the end of the work shift if the surface may have become contaminated since the last cleaning. Clean surfaces with soap and water, and then rinse with an Environmental Protection Agency (EPA) approved disinfectant following labeling instructions for use or a freshly-made solution of one part bleach to nine parts water and allow to air dry. These surfaces include equipment, counters, mats (including those used in physical education classes and athletic events), toys, or changing tables; 8. An EPA-approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces; 9. Contaminated laundry such as clothing and towels must be places and transported in bags and containers in accordance with the district’s standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer; 10. Needles, syringes, broken glassware, and other sharp objects found on district property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves or mechanical device such as a broom, brush, and dustpan. 11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily; 12. Gloves and repellent gowns, aprons, or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing, and disposing of regulated waste with gross contamination; 13. Maximum protection with gloves, face and/or eye protection, and gowns are required whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated, and eye, nose, or mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wounds with spurting blood; 14. If a first-aid situation occurs, students should report to a person in authority, staff should report to a supervisor.   \* HBV – Hepatitis B Virus  \*\* HIV – Human Immunodeficiency Virus |
| Complaints |
| Any staff member who believes there is evidence of, and wishes to report a violation, misinterpretation, or inappropriate application of district personnel policies and/or administrative regulations; a mismanagement, gross waste of funds or abuse of authority; or a substantial and specific danger to public health and safety caused by the actions of the district should be directed to the principal or immediate supervisor for informal discussion and resolution. If the staff complaint is against the superintendent, the complaint should be referred to the Board chair.  If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations.  Disputes and disagreements related to the provisions of any collective bargaining agreement will be resolved as provided in the dispute resolution procedure of the agreement. |
| Bias Incident Complaints |
| All employees are entitled to work in an environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.  “Bias incident” means a person’s hostile expression of animus toward another person, relating to the other person’s perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior directed at or about any of the preceding demographic groups.  “Symbol of hate” means nooses[[8]](#footnote-9), symbols of neo-Nazi ideology or the battle flag of the Confederacy.   * Board policy ACB - Every Student Belongs (aka, All Students Belong) and accompanying administrative regulation.   The district prohibits the use or display of any symbols of hate on school property[[9]](#footnote-10), or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools.  The complaint process is outlined in administrative regulation ACB-AR - Bias Incident Complaint Procedure. |
| The district recognizes that complaints regarding staff performance, discipline, grades, student progress, or homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents, and others with complaints will be encouraged to discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others.  If the complaint is not informally resolved, staff should advise the complainant that they may submit the matter directly to the principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy and applicable provisions of collective bargaining agreements.  When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the superintendent for appropriate building administrator follow-up. If the complaint is against the superintendent, the complaint will be referred to the Board chair.  All staff members should familiarize themselves with Board policy KL – Public Complaints and applicable provisions of administrative regulations and collective bargaining agreements regarding the handling of complaints. |
| Computer Use |
| Staff may be permitted to use the district’s electronic communications system to conduct business related to the management or instructional needs of the district or to conduct research related to education and otherwise when in compliance with board policy and administrative regulations.  Personal use of the district’s system or district-owned computers or devices including Internet and e-mail access by district staff may be permitted when consistent with Oregon ethics laws, Board policy and administrative regulations, when used on school property, and when on own time.  District staff may use the district’s electronic communications system, district-owned computers or devices including Internet and e-mail access for personal use under the same terms and conditions that access is provided to the general public under the district’s policy governing use of district equipment and materials.  Staff who violate Board policy or administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including dismissal. Violations of law may be reported to law enforcement. Violations of applicable Teacher Standards and Practices Commission (TSPC) and Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC.  The district retains ownership and control of its computers, hardware, software, and data at all times. All communications and stored information transmitted, received, or contained in the district’s information system are the district’s property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette, and ensure that those authorized to use the district’s system are in compliance with Board policy, administrative regulations, and law, school administrators may routinely review user files and communications.  Files and other information, including email sent, received, generated, or stored on district servers are not private and may be subject to monitoring. By using the district’s system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned email systems. |
| conferences |
| Planned conferences between teachers and parents are essential to the district’s efforts to further understanding and close cooperation between the home and school. Parent/teacher conferences are scheduled each fall and winter. The student may be included if the teacher or parent so desires.  Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student.  Occasionally, teachers or parents may arrange for conferences outside regularly scheduled conference dates, to meet more immediate student needs. Teachers should be prepared to provide before-school or after-school time to meet with students, as necessary. |
| Contracts and Compensation |
| Contracts will be issued for all licensed district employees. Charter teachers will work under the agreement assigned at the time of hire and are considered “at will” hourly employees of the district.  Contract teachers are employed pursuant to two-year employment contracts. A “contract teacher” means any teacher who has been regularly employed by a district for a probationary period of three successive school years and who has been retained for the next succeeding school year.  Upon recommendation of the superintendent, the Board may extend a contract teacher’s employment for a new two-year term by providing written notice to the teacher no later than March 15 of the first year of the contract. Any new contract that extends the teacher’s employment for a new term shall replace any prior contracts.  The superintendent may recommend that a teacher’s contract not be renewed for a new two-year term. Following a recommendation, the Board may elect to provide written notice to the teacher prior to March 15 of the first year of the contract.  Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member’s regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board.  It is the staff member’s responsibility to provide all information necessary for placement on the salary schedule to the payroll office in accordance with timelines established by the district and collective bargaining agreements. |
| Copyright |
| A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments are available to staff in both the school and home setting.  Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio, video, or computer-programmed materials, is a serious offense against federal law, a violation of Board policy, and contrary to ethical standards required of staff and students.  All reproduction of copyrighted materials shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.  “Fair use” guidelines are as follows:   1. Printed Materials    1. Permissible uses – district employees may:       1. Make a single copy of the following for use in teaching or in preparation to teach a class:          1. A chapter from a book;          2. An article from a periodical or newspaper;          3. A short story, short essay, or short poem, whether or not from a collective work;          4. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.       2. Make multiple copies for classroom use (not to exceed one copy per student in a course) from the following:          1. A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length;          2. A complete article, story, or essay of less than 2,500 words;          3. Prose excerpts not to exceed 10 percent of whole or 1,000 words, whichever is less;          4. One chart, graph, diagram, cartoon, or picture per book or per issue of a periodical;          5. An excerpt from a children’s book containing up to 10 percent of the words found in the text.    2. All permitted copying must bear an appropriate reference. References should include the author, title, date, and other pertinent information.    3. Prohibited uses – district employees may not:       1. Copy more than one work or two excerpts from a single author during one class term;       2. Copy more than three works from a collective work or periodical volume during one class term;       3. Copy more than nine sets of multiple copies for distribution to students in one class term;       4. Copy to create or replace or substitute for anthologies or collective works;       5. Copy “consumable” works, such as workbooks, exercises, standardized tests, and answer sheets;       6. Copy the same work from term to term;       7. Copy the same material for more than one particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner.    4. All sound recordings will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries or media centers. 2. Sheet and Recorded Music    1. Permissible uses – district employees may:       1. Make emergency copies to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies will be substituted in due course;       2. Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as section, movement, or aria, but in no case no more than 10 percent of the whole work;       3. Make, for academic purposes other than performance, a single copy of an entire performable unit such as a section, movement, or aria if confirmed by the copyright holder to be out of print or the “unit” is unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class;       4. Edit or simplify printed copies which have been purchased provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;       5. Copy complete works that are out of print or unavailable except in large works and used for teaching purposes;       6. Make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes;       7. Make a single copy of a sound recording of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes.    2. Prohibited uses – district employees may not:       1. Copy to create or replace or substitute for anthologies, compilations, or collective works;       2. Copy works intended to be “consumable”, such as workbooks, exercises, standardized tests, and answer sheets;       3. Copy for the purpose of performance, except as noted above (1.a.) in emergencies;       4. Copy to substitute for purchase of music except as noted above (1.a., b. and c.);       5. Copy without inclusion of the copyright notice on the copy;       6. Downloading/file sharing of music from the internet that was originally intended for sale. 3. Television Off-the-Air Recording    1. Permissible uses – district employees may:       1. Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite transmission, and retain the recording for period not to exceed the first 45-consecutive calendar days after the date of the recording. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy will be subject to all provisions governing the original recording. Unless authorized by the libraries or media center supervisor, at the conclusion of the retention period, all off-air recordings shall be released or destroyed immediately. The libraries or media center supervisor will coordinate requests for permission to use or retain copyrighted television programs beyond the 45-consecutive calendar day retention period.       2. Retain recordings of commercial programs only with written approval of appropriate copyright holders;       3. Use off-air recordings once for each class in the course of relevant teaching activities and repeat once only when instructional reinforcement is necessary and only within the first 10 consecutive school days of the 45-consecutive calendar day retention period;       4. Use off-air recordings for evaluation purposes only, after the first 10 consecutive school days up to the end of the 45-consecutive calendar day retention period. Evaluation purposes may include use to determine whether or not to include the broadcast program in the teaching curriculum;       5. Use off-air recordings made from a satellite dish if they conform to the 45-consecutive calendar day retention period established for broadcast or cable programming and are not subscription channels;       6. Use copies of off-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program;       7. Request that a libraries or media center record and retain for research purposes commercial television news programs from local, regional, or national networks; interviews concerning current events; and on-the-spot coverage of news events. Documentary, magazine-format, and public affairs broadcasts are not included in the definition of daily newscasts of major events of the day.       8. Requests for retention of programs recorded off-air will be directed to the producers of those programs directly through the network (not affiliate).    2. Prohibited uses – district employees may not:       1. Record off-air programs in anticipation of an educator’s requests;       2. Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast;       3. Use the recording for instruction after 45 consecutive calendar days;       4. Hold the recording for weeks or indefinitely because:          1. Units needing the program concepts are not taught within the 45-day use period;          2. An interruption or technical program delayed its use; or          3. Another teacher wishes to use it, or any other supposedly “legitimate” educational reason.       5. Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind;       6. Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. Off-air recordings, however, need not be used in their entirety;       7. Exchange program(s) with other schools in the district or other school districts without the approval of the media or library supervisor. Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized;       8. Use the recording for public or commercial viewing;       9. Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools;       10. The downloading of programs originally intended for sale or pay for use from the internet. “Pay” programs received via satellite dish are also subject to these prohibitions. 4. Rental, Purchase, and Use of Video Recordings    1. Permissible uses – district employees may:       1. Use purchased or rented video recordings such as feature films as part of a systematic course of instruction, in accordance with district policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction;       2. Use only rented lawfully-made video recordings;       3. Arrange for the local school to transmit video recordings over their closes circuit television for direct instruction;       4. Use off-air video recordings made at home for classroom instruction and only in accordance with television off-air guidelines and district policy.    2. Prohibited uses – district employees may not:       1. Use rented or purchased video recordings where a written contract specifically prohibits such use in the classroom or direct teaching situation;       2. Use rented or purchased video recordings such as feature films for assemblies, fund raising, entertainment or other applications outside the scope of direct instruction without public performance rights. 5. Computer Software    1. Permissible uses – district employees may:       1. Make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy or the original may be retained in archives. Only one, either the original or the copy, may be used at any one time;       2. Make a copy of a program as an essential step in using the computer program as long as it is used in conjunction with the machine and in no other manner;       3. Make a new copy from the archival program in the event that the program in use is damaged or destroyed;       4. Use a purchased program sent from a manufacturer labeled “archival” simultaneously with the original copy of the program provided its use is permitted (not excluded) by the terms of the sales agreement;       5. Make an archival copy of a rightfully-owned disk that is labeled “archival” by the software manufacturer;       6. Load a software program from a single disk into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user if not otherwise prohibited by terms of a sales agreement;       7. Adapt a copyrighted program from one language to another for which it is not commercially available or add features to a program to better meet local needs.    2. Prohibited uses – district employees may not:       1. Load the contents of one disk or download a program or software into multiple computers at the same time in the absence of a license permitting the user to do so;       2. Load the contents of one disk or download a program or software into local network or disk-sharing systems in the absence of a license permitting the user to do so;       3. Make or use illegal copies of copyrighted programs on district equipment;       4. Allow any student to surreptitiously or illegally duplicate computer software or access any database or electronic bulletin board;       5. Make copies of software provided by a software publisher for preview or approval;       6. Make multiple copies of copyrighted software (or a locally-produced adaptation or modification) even for use within the school or district;       7. Make replacement copies from an archival or back-up copy;       8. Make copies of copyrighted software (or a locally-produced adaptation or modification) to be sold, leased, loaned, transmitted, or even given away to other users;       9. Make multiple copies of the printed documentation that accompanies copyrighted software.    3. With permission from the copyright holder, prohibitions may be significantly modified or removed altogether. 6. Reproduction of Works for Libraries or Media Centers    1. Permissible uses – district employees may:       1. Arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for a subscription to or purchase of a work;       2. Make for a requesting entity, within any calendar year, five copies of any article or articles published in a given periodical within the last five years prior to the date of the request for the material;       3. Make single copies of articles or sound recordings or excerpts of longer works for a student making a request, provided the material becomes the property of the student for private study, scholarship, or research;       4. Make a copy of an unpublished work for purposes of preservation, of a published work to replace a damaged copy of an out-of-print work that cannot be obtained at a fair price;       5. Make off-the-air recordings of daily television news broadcasts for limited distribution to researchers and scholars for research purposes;       6. Make one copy of a musical work, pictorial, graphic, sculptural work, motion picture, or other audiovisual work if the current copy owned by the library or media center is damaged, deteriorated, lost or stolen; and it has been determined that an unused copy cannot be obtained at a fair price.    2. Prohibited uses – district employees may not:       1. Make copies for students if there is reason to suspect that the students have been instructed to obtain copies individually;       2. Copy without including a notice of copyright on the reproduced material. 7. Performances   Permissible uses – district employees must contact the copyright holder in writing for permission whenever copyrighted works such as plays and musical numbers are to be performed. This is particularly important if admission is to be charged or recordings of the performance are to be sold.   1. Violations   Employees in violation of copyright law may be required to remunerate the district in the event of loss due to litigation and may be subject to discipline up to and including dismissal. |
| Criminal Records Checks and Fingerprinting |
| All staff not requiring licensure or registration as a teacher, administrator, personnel specialist, or school nurse and newly hired are required to submit to a criminal records check including fingerprinting as required by Board policy and Oregon law.  Licensed or registered educators, including a person in student teaching, practicum or an internship regulated by Teacher Standards and Practices Commission (TSPC), are required to comply with criminal records check and fingerprinting rules established by TSPC. Other specialists must comply with criminal records check and fingerprinting rules established by regulating agencies and the district. Those applying for reinstatement of a license or registration that has expired for more than three years are required to submit to criminal records checks and fingerprinting in accordance with rules and procedures as set forth by TSPC.  Individuals employed as or by a contractor and considered by the district to have direct, unsupervised contact with students are required to submit to a criminal records check or fingerprint-based criminal records check.  A volunteer allowed by the district into a position that has direct, unsupervised contact with students will undergo an in-state criminal records check.  The district shall require a fingerprint-based criminal records check for volunteers allowed direct, unsupervised contact with students in the following positions:  Head coaches;  Assistant coaches;  Overnight chaperone;  Volunteers transporting students, other than their own, in a private vehicle off district property for a district- sponsored activity  Volunteers in classroom settings  The district shall not begin the employment of a subject individual on a probationary basis pending before the return and disposition of the required criminal records check and/or fingerprinting.  Fees associated with criminal records checks and/or fingerprinting for individuals applying for employment with the district shall be paid by the District.  The district’s use of criminal history must be relevant to the specific requirements of the position, services, or employment. |
| Processing and reporting |
| The following procedures will be used for all employees subject to criminal records checks and/or fingerprinting:   1. The individual shall complete the appropriate forms or requirements approved by ODE. 2. If the individual is subject to fingerprinting per state law, they are responsible to report to an authorized finger printer as directed by the district. Fingerprints may be collected by one of the following:    1. Employing district staff;    2. Contracted agent of employing district; or    3. Local or state law enforcement agency.   Individuals subject to fingerprinting, shall be subject only after acceptance of an offer of employment or contract.   1. To ensure the integrity of the finger printer collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized finger printer. 2. The authorized finger printer will obtain the necessary identification and fingerprinting and notify the ODE with the results. The ODE will review and notify the district of said results as well as the identity of any subject individual it believes has knowingly made a false statement as to conviction of a crime or has a conviction of a crime prohibiting employment, or contract, or volunteering. 3. A copy of the form will be kept in the personnel office at the Douglas County ESD. |
| Termination of Employment or Withdrawal of Employment / Contract offers |
| A subject individual required to submit to a criminal records check and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status, or withdrawal of offer of employment or contract will made by the district upon:  Refusal to consent to a criminal records check and/or fingerprinting; or  Notification{[[10]](#footnote-11)}from the Superintendent of Public Instruction that the employee or candidate has a conviction of any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction, or in Oregon under a different statutory name or number.  A subject individual required to submit to a criminal records check and/or fingerprinting in accordance with law will be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the superintendent upon notification from the Superintendent of Public Instruction that the employee has knowingly made a false statement as to the conviction of any crime.  Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals, and the provisions of Accountability for Schools for the 21st Century Law.  Any volunteer who refuses to submit, when required, to a criminal records check or a fingerprint-based criminal records check, in accordance with law and/or Board policy, will be denied the ability to volunteer in the district.  If the district has been notified by the Superintendent of Public Instruction that a volunteer knowingly made a false statement or has a conviction for any crimes listed in ORS 342.143, or the substantial equivalent, or any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number, the individual will be denied the ability to volunteer.  Any volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form will be denied the ability to volunteer in the district. |
| A subject individual may appeal a determination from ODE that prevents employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470. |
| Curriculum |
| Curriculum guides are available for all courses taught in the district. Curriculum guides reflect a consistent and coherent structure to the education of district students.  The curriculum established for the courses and grade levels of this district provides the flexibility necessary to meet the individual needs of students and their divergent learning rates and styles. Deviations from established curriculum, textbooks, and instructional materials are permitted with principal approval.  Teachers with questions should contact the principal. Though teaching methodology may vary, classroom instruction is expected to reflect “best practices” consistent with research on effective instruction. |
| Discipline and Discharge |
| Discipline and dismissal of staff will follow due process, relevant provisions of collective bargaining agreements, and applicable law. |
| Drug-free workplace |
| No staff member, engaged in work for the district, shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. § 812) and as further defined by regulation at 21 C.F.R. §§ 1308.11 through 1308.15.  “Workplace” is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; and off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.  No district employee shall knowingly sell, market or distribute steroid or performance enhancing substances to kindergarten through grade 12 students with whom the employee has contact as part of the employee’s district duties; or knowingly endorse or suggest the use of such substances.  Each staff member must notify their supervisor of a conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.  Each staff member must abide by the terms of the district’s drug-free workplace policy.  The district, upon determining that a staff member has engaged in the manufacture, distribution, dispensation, possession or use, on or in the workplace, of a controlled substance or alcohol, or upon having reasonable suspicion of a staff member’s use of a controlled substance or alcohol in the workplace, shall, pending any criminal drug statute conviction for a violation occurring in the workplace, take appropriate action with regard to the employee. Such action may include transfer, granting of leave with or without pay, suspension with or without pay or dismissal.  Within 30 days of a staff member’s criminal drug statute conviction for a violation occurring in the workplace, the district shall:   1. Take appropriate action with regard to the employee, which may include discipline up to and including dismissal; and/or 2. Require satisfactory participation by the employee in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. |
| Emergency Closure |
| In the event of hazardous or emergency conditions, all district schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students, as appropriate.  Staff will be notified of delayed openings or school closures via an Iris Alert and Email. Staff should check the school’s emergency alert system to hear updates on school closures. Additionally, the media outlets regularly report delayed openings and school closures:  Staff members should refer to their collective bargaining agreements if there are questions about whether they are required to report to work on school closure days. |
| Emergency Procedures Plan |
| All staff will be provided with a copy of the district’s Emergency Procedures Plan detailing staff responsibilities in the event of such emergencies as disorderly behavior, unlawful assembly, disturbances at school activities, natural disasters, fire, safety threats, illness or injury of a student or staff member, and the authorized use of force on school property.  Copies of the Emergency Procedures Plan will be available in the office and other strategic locations throughout the building. |
| Evaluation |
| The purpose of the district’s evaluation is to aid the teacher in making continued professional growth and to determine the teacher’s performance of the teaching responsibilities. The district’s program also provides for the assessment of classified employees and current performance of their job assignments.  The district’s program is designed to provide an opportunity for staff to set goals and objectives and receive administrator responses to them; to have peer assistance to aid teachers to better meet the needs of students, as appropriate; to have formal and informal observations to assess the performance of duties and job responsibilities; to receive verbal and written comments and suggestions for improvement from supervisors; and to have opportunities to make improvement(s) within specific timelines.  The evaluation program also provides a tool for administrators who are responsible for making recommendations about promotion, demotion, contract extension or non-extension, contract renewal or nonrenewal, dismissal, and discipline.  Licensed staff evaluations shall be based on the core teaching standards adopted by the Oregon State Board of Education. The standards shall be customized based on collaborative efforts with teachers and any exclusive representative of the licensed staff.  Classified staff will be formally evaluated at least during their first year of employment with the district and annually thereafter.  Copies of the district’s evaluation procedures will be provided to all staff. Evaluation of all staff will be conducted in accordance with established Board policy, applicable district evaluation procedures, collective bargaining agreements, and Oregon law. |
| **Fair Labor Standards Act** |
| Regular working hours for all classified staff will be set by the principal. Nonexempt staff are not to work before, beyond, or outside their established working hours and are not to work overtime without prior authorization from the principal.  All employee’s time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours.  Failure to comply may result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations, and collective bargaining agreements.  Overtime is defined as time worked over 40 hours in one week. A “week” is defined as seven consecutive days covering Monday through Sunday.  If funds are available, overtime will be compensated at not less than one and one-half times the employee’s rate of pay. If funds are not available for overtime, compensatory time at not less than time and one-half will be allowed. Compensatory time is capped at 240 hours and is cashed out at the employee’s current rate. |
| Family on Campus |
| Visits from family on campus should be cleared through the administrator. They should not distract from district duties and should be limited in duration. All staff children should be monitored by the parent at all times that they are on campus when not in class. Their presence should not affect the full functioning of the program or responsibilities of the staff member. Staff children are not allowed to attend after school meeting. Children who are not age appropriate for school-based functions and activities before and after school should or where the parent cannot provide direct supervision should not be on campus. |
| Family Medical Leave – FMLA -OFLA |
| Employees should contact personnel director and review policy GCBDA/GDBDA - Family Medical Leave and accompanying administrative regulations, if applicable. – Glendale Human Resource Department will work with staff to establish all appropriate guidelines and services during this time. Contact Holly Hill ( ESD HR) or Dana Leatherwood ( ESD) for assistance. |
| Eligibility |
| In accordance with federal law, staff members employed by the district for the previous 12 months and who have worked at least 1,250 hours during the year preceding the start of the leave may be eligible for FMLA leave. Staff members employed by the district at least 180 calendar days prior to the first day of the family medical leave of absence and who have worked an average of 25 or more hours per week may be eligible for OFLA leave. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave under OFLA. |
| Length and purpose |
| Employees eligible for FMLA leave under federal law and/or OFLA leave under state law are entitled to take 12 work weeks of leave within a 12-month period for the:   1. Birth of the employee’s child and for bonding with a newborn (eligibility expires 12 months after the birth); 2. Placement of a child with the employee for adoption or foster care or for bonding with a newly placed child when the child is under 18 years of age (eligibility expires 12 months after placement), or when a child older than 18 is incapable of self-care because of mental or physical disability; 3. Care of a family member with a serious health condition; 4. The staff member’s own serious health condition; 5. Eligible employees may take FMLA leave for qualifying exigency while the employee’s spouse, son, daughter, or parent is on covered active duty or called to covered active-duty status during the deployment with Armed Forces to a foreign country (29 C.F.R. § 825.126(a)(1 and 2)); 6. Injured Service Member Leave, allows an employee leave to care for a covered service member who is the employee’s spouse, son, daughter, parent, or next of kin who has been injured in the line of duty as a member of the Armed Forces; 7. State law allows employees to take leave for the care of a sick or injured child who requires home care but is not suffering from a serious health condition. This includes leave to care for an employee’s child whose school or childcare provider has been closed (see OAR 839-009-0210(4)) in conjunction with a statewide public health emergency declared by a public official (the school may request verification). The district is not required to grant leave for routine medical or dental appointments (OFLA only); 8. State law allows employees to take leave for the death of a family member to attend the funeral or alternative to a funeral of the family member, make arrangements necessitated by the death of the family member, or to grieve the death of a family member (OFLA only); 9. Military Family Leave, allows leave for a spouse partner of a military personnel per each deployment of the spouse partner when the spouse has either been notified of an impending call to active duty, has been ordered to active duty or has been deployed, or on leave from deployment (OFLA only).   Contact the personnel director for additional information regarding length of leave, intermittent leave and alternative duty under state and federal law, and provisions governing two family members eligible for FMLA or OFLA leave.  A serious health condition is defined differently under federal and state law. Contact the personnel office for details.  Contact the personnel office for additional information regarding the Military Family Leave Act (MFLA)/Oregon Military Family Leave Act (OMFLA). |
| Calculating the 12-month period for leave |
| The district will use the same method for calculating the 12-month period in which the 12 workweek FMLA and OFLA leave entitlement occurs for all employees. The district will use the calendar year Leave to care for covered service members has its own 12-month year beginning on the first day of leave regardless of the district’s method of calculating the 12-month period for leave. |
| Paid/ Unpaid Leave |
| Family leave under federal law is generally unpaid. Under state law, employees are entitled to access any accrued paid leave including paid sick leave for any OFLA qualifying event. Contact the personnel director for information regarding accessing any accrued paid leave for a qualifying event.  The district will notify the employee that the requested leave has been designated as FMLA and/or OFLA leave and, if required by the district, that accrued paid leave shall be used during the leave period. In the event the district is aware of an OFLA qualifying exigency, the district shall notify the employee of the intent to designate the leave as such regardless of whether a request has been made by the employee. Such notification will be given to the employee prior to the commencement of the leave or within two working days of the employee’s notice of an unanticipated or emergency leave.  When the district does not have sufficient information to make a determination of whether the leave qualifies as FMLA or OFLA leave, the district will provide the required notice promptly when the information is available but no later than two working days after the district has received the information. Oral notices will be confirmed in writing no later than the subsequent payday. |
| Application |
| Staff members requesting FMLA and/or OFLA leave shall submit to the district a written request at least 30 days prior to the anticipated leave date if the leave is foreseeable based on planned medical treatment. The notice shall include the anticipated starting and ending dates of the requested leave, and an explanation of the need for the leave. Staff members are expected to schedule treatment, including intermittent leave and reduced hours, so as to not unduly disrupt the operation of the district.  If advance notice of FMLA leave, under federal law, is not possible, for example due to a change in circumstances or medical emergency, notice must be given as soon as practicable. “As soon as practicable” means at least oral notification within one or two business days of when the leave becomes known to the employee.  Failure to provide the required notice for FMLA leave may result in the district delaying the staff member’s leave for up to 30 days after the notice is ultimately given.  If advance notice of OFLA leave is not possible due to an unanticipated or emergency leave situation, oral or written notice is required within 24 hours. The district realizes that there may be circumstances when it is not possible to provide a 24-hour notice. Therefore, the staff member may designate a family member or friend to notify the district during that period of time. In either case, proper documentation must be submitted within three working days of the employee’s return to work.  Failure to provide the required notice for OFLA leave may result in the district deducting up to three weeks from the staff member’s leave period. |
| Medical Certification |
| Staff members applying for FMLA and/or OFLA leave, may be required to provide medical documentation when appropriate to support the request for leave, other than to care for a child who requires home care due to the closure of the child’s school or childcare provider as a result of a public health emergency. The district will provide written notification to employees of this requirement within five working days of the staff member’s request for leave. If the employee provides more than 30 days’ notice, they are required to submit such medical certification prior to the beginning of the leave. If the staff member provides less than 30 days’ notice, they are required to submit such medical certification no later than 15 calendar days after receipt of the district’s notification that medical certification is required.  Under federal law, a second medical opinion at the district’s expense may be required whenever the district has reason to doubt the validity of the initial medical opinion. The health care provider may be selected by the district. The health care provider shall not be an individual employed by the district on a regular basis. Should the first and second medical certifications differ, a third opinion may be required. The district and the employee will mutually agree on the selection of the health care provider for a third medical certification. The third opinion will be final. Second and third opinions and the actual travel expenses for a staff member to obtain such opinions will be paid for by the district.  Under state law, the district may require a second opinion and designate the health care provider. Should the two opinions conflict, the district may require a third opinion and that the two providers designate the third health care provider. The third opinion will be final. Second and third opinions and the actual travel expenses for a staff member to obtain such opinion will be paid for by the district.  If the leave is for the purpose of an employee’s own serious health condition, they may also be required to provide a fitness-for-duty medical release from the health care provider before returning to work.  The district may require a staff member using OFLA leave to care for a sick child to provide medical certification after the use of more than three days of such leave in a one-year period. The district will pay the cost of the medical certification not covered by insurance or other benefit plans. |
| Under federal and state law, group health insurance benefits and premium payments must be continued on the same basis as coverage would have been provided and premiums paid in the absence of the leave. The district will continue to pay the district’s contribution toward the employee’s premium. The employee will continue to pay the employee’s share of premiums, if any. A 30-day grace period will be allowed for receipt of employee contributions. The district’s obligation to maintain the employee’s benefits will cease if the employee’s contribution is more than 30 days late. The district will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease. |
| Return to Work |
| Following an FMLA or OFLA leave, a staff member is generally entitled to be returned to their former position or to an equivalent job with equivalent benefits, pay, and other terms and conditions of employment, with certain exceptions. See the personnel director for details of this or any other provision of FMLA or OFLA leave. |
| Fund-raising |
| Fund-raising activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fund-raising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the principal prior to the activity being initiated.  Fund-raising requests must include an explanation or justification for the proposal consistent with building and/or district goals. Fund-raising request forms are available in the office.  No staff member may solicit funds in the name of the school or the district through the use of, but not limited to, internet-based or crowd-funding types of fund raising, without the approval of the superintendent.  Fund raising must not interfere with or disrupt school.  Staff and students should take all reasonable precautions to provide for the security of any items, materials, or products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers, or other unsecured areas. |
| Gift and Solicitations |
| Staff members are discouraged from accepting anything of value offered by another for the purpose of influencing their professional judgment. Staff members are prohibited from accepting items of material value from anyone who has a financial interest in a decision that the staff member will be making. “Material value” is defined as $50 or more from a single source in a single year.  No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without principal approval.  The solicitation of staff by salespeople, other staff, or agents during on-duty hours is prohibited without principal approval. Any solicitation should be reported at once to the principal. |
| Grievances |
| Grievances are handled based on the applicable provisions of licensed and classified collective bargaining agreements, as appropriate.  Contracts can be found on the Glendale School District web page – under staff resources. |
| Guest speakers |
| Guest speakers may be used by teachers from time to time when such use is consistent with educational goals and with a demonstrable relation to the curricular or cocurricular activity in which the participating students are involved. Guest speakers should represent various approaches or points of view on a given topic in order to afford students a more comprehensive understanding of the issue.  Teachers are expected to inform the principal of the date, time, and nature of the presentation whenever such use is planned. Prior principal approval is required whenever the guest speaker and/or presentation may be reasonably considered controversial.  Prior to participation, guest speakers are to be informed of the following regulations:  1. Profanity, vulgarity, and lewd comments are prohibited;  2. Use of a tobacco product or inhalant delivery system or another similar device is prohibited;  3. Sexist, racial remarks, or derogation of any group or individual is prohibited.  Guest speakers will also be given any curriculum guidelines that address controversial subject matter (e.g., religion, sexuality education, evolution).  Teachers responsible for inviting a particular guest speaker have the right and obligation to interrupt or suspend the presentation if the conduct or content being presented is judged to be in poor taste or endangers the health and safety of students or staff. |
| HARASSMENT, WORKPLACE |
| Workplace harassment is prohibited and shall not be tolerated. This includes workplace harassment that occurs between district employees or between a district employee and the district in the workplace or at a work-related event that is off district premises and coordinated by or through the district, or between the district and a district employee off district premises. Elected school board members, volunteers, and interns are subject to Board policy, GBEA – Workplace Harassment.  “Workplace harassment” means conduct that constitutes discrimination prohibited by ORS 659A.030 (i.e., discrimination in employment based on race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age, or expunged juvenile record), including conduct that constitutes sexual assault[[11]](#footnote-12) or that constitutes conduct prohibited by ORS 659A.082 (i.e., discrimination against person in uniformed service) or 659A.112 (i.e., discrimination in employment based on disability).  Any district employee who believes they have been a victim of workplace harassment may file a report {[[12]](#footnote-13)}with the district employee designated in the administrative regulation GBEA-AR - Workplace Harassment Reporting and Procedure and may file a report through the Bureau of Labor and Industries’ (BOLI) complaint resolution process or under any other available law. The reporting of such information is voluntary. The district employee making the report is advised to document any incidents of workplace harassment.  The district will make Board policy, GBEA – Workplace Harassment, available to all district employees and it shall be made a part of district orientation materials provided to new district employees at the time of hire. |
| HAZING, HARASSMENT, INTIMIDATION, BULLYING, MENACING or CYBERBULLYING |
| Hazing, harassment, intimidation, bullying, menacing, and cyberbullying of or by students, staff, or third parties toward staff is strictly prohibited and shall not be tolerated by the district. Staff who are found to be in violation of Board policy, GBNA – Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying – Staff, will be subject to discipline up to and including dismissal. Staff may also be referred to law enforcement officials and staff will be reported to the Teacher Standards and Practices Commission (TSPC).  An employee who has knowledge of conduct in violation of Board policy JFCF – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence – Student shall immediately report concerns to the designated district official.  Failure of an employee to report an act of hazing, harassment, intimidation or bullying, menacing, cyberbullying, or teen dating violence of a student to the designated district official may be subject to remedial action, up to and including dismissal.  Retaliation against the victim, any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry is strictly prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a report or complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. |
| Health Insurance Portability and Accountability Act HIPPA |
| The district will safeguard the protected health information of employees from use or disclosure that may violate standards and implementation specifications to the extent required by law.  “Protected health information” means individually identifiable health information that is:   1. Transmitted by electronic media; 2. Maintained in electronic media; 3. Transmitted or maintained in any other form or medium.   The electronic exchange of financial and administrative transactions related to an individual’s protected health information will meet the requirements of HIPAA, including national standards for transactions designed to ensure the security of health information created or received by the district.  Individuals with questions about how medical information may be used and disclosed, how to access medical information, or how to file a complaint about district compliance with HIPAA should contact the personnel office. |
| Identification Badges |
| To help ensure the protection of staff and students, and reduce the possibilities of theft, vandalism, and loss of district property, all district employees shall be issued and will wear identification badges when on district property. The identification badges allow employees to access outside doors. They are treated as Keys to the building.   1. Identification badges are the property of the district for use by district employees. Any employee who duplicates or lends an identification badge will be subject to disciplinary action; 2. All identification badges are to be worn in plain sight when the employee is engaged in the performance of district duties while on district property; 3. A report of a lost or stolen badge must be made to the appropriate administrator immediately; 4. An identification card lost, stolen, or damaged due to circumstances beyond the employee’s control will be replaced by the district at no cost to the employee. Other replacement costs will be charged to the employee; 5. The district will not disclose the identification badge or card of an employee without the written consent of the employee if:    1. The badge or card contains the photograph of the employee;    2. The badge or card contains encryption identification to allow access to outside doors    3. The badge or card was prepared solely for internal use by the district to identify employees.   The district will not disclose a duplicate of the photograph used on the badge or card. |
| Injuries/illnesses Reports |
| All injuries/illnesses sustained by the employee while in the actual performance of the duty of the employee, occurring on district property, in a district vehicle, or during the course of school-sponsored activities, including field trips and other away events, are to be reported to Administrator immediately. Reports will cover property damage as well as personal injury.  A completed Injury/Illness Report Form must be submitted to the school secretary within 24 hours or the next scheduled district workday, as appropriate.  All accidents involving students, visiting public, or district property will be reported immediately to a supervisor.  In the event of a work-related illness or injury to an employee resulting in overnight hospitalization for medical treatment other than first aid, the district will report the incident to the Oregon Occupational Safety and Health Administration (OR-OSHA) within 24 hours as required by law. Fatalities or catastrophes will be reported to OSHA within eight hours.  An injury or illness is work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated preexisting condition. Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatment: visits to a health care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid.  A “catastrophe” is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or equivalent medical facility.  All work-related injuries/illnesses will be promptly investigated, and corrective measures implemented, as appropriate. |
| Keys |
| Keys are issued to staff by the office. In order to protect property, students, and staff, and to ensure the building is adequately secured when no authorized personnel are present, all staff are expected to follow the following key-control procedures:   1. The duplication of keys is prohibited; 2. Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.; 3. Keys may not be loaned to students or to individuals not employed by the district. Under no circumstances should staff provide keys to students to “run errands,” “unlock/lock” doors, etc.; 4. Lost or stolen keys must be reported to the principal within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Key card will be immediately locked. Three days will be allowed for the finding or recovery of keys before any charges are assessed; 5. Upon completion of a lost or stolen key report form, presentation of any broken or damaged key(s) and submission of any fees, replacement keys will be issued within 72 hours; 6. Charges for lost or stolen keys will be made to the staff member to whom the key(s) has been issued, in the following amounts:    1. Room or other keys – $10;    2. Master key – $45;    3. Maximum charge – $100. 7. All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the principal to keep their keys, as appropriate. |
| Lesson Plans |
| The quality of the instructional program reflects the effort invested by teachers in developing lesson plans consistent with district curriculum and appropriate to the individual needs of students.  Teachers are expected to prepare lesson plans on a weekly. Lesson plans are to be kept by teachers in a place known and accessible to the principal. Teachers may be required to provide copies of lesson plans to the office at reasonable times and intervals as determined by the principal.  Lesson plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which the principal may monitor instruction to assure that the educational program in a particular class or activity is consistent with the district-approved course of study.  An up-to-date seating chart, class schedules, and information identifying any classroom student aides or other special student needs should be included in all lesson plan books.  General plans, which cover the length of the course of study, should also be prepared and readily available for principal and/or student and parent review. |
| License Requirements |
| For all positions that require licensing, the district must be able to verify the current license before the Board will consider approving their employment. It is the responsibility of each licensed staff member to keep their license and all endorsements current and to submit them to the Human Resource office. Teachers are cautioned that failure to maintain license and endorsements may invalidate their contract with the district. |
| Mail and Delivery Services |
| The interschool mail service is established for school-related purposes. It provides a central mailing service to expedite the distribution of materials and professional communications among schools and staff. Staff are not allowed to use interschool mail for the delivery of personal letters, notes, and materials to other employees.  Recognized collective bargaining units may use the service in accordance with the terms of their collective bargaining agreements and Board policy on the use of school facilities and current postal regulations.  All staff are to check their mailboxes regularly and remove mail daily. Students should not pick up mail from staff mailboxes.  District mailing and postage may be used for district business only. |
| Material Distribution |
| Requests to staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures, and other similar materials to students for classroom use or to take home are to be referred to the principal. The materials and proposed method of distribution will be reviewed, and a decision made based on the educational concerns and interests of the district. |
| Meetings |
| All staff are expected to attend staff meeting unless prior arrangements have been made with the principal. Staff members are expected to schedule their time accordingly to not conflict with these meetings.  Meetings sponsored or called by recognized collective bargaining units during contract hours are subject to prior approval of the principal. Attendance of staff members at such meetings is left to the discretion of each employee. |
| Parent Rights |
| Staff are advised that parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:   1. Political affiliations or beliefs of the student or the student’s parent; 2. Mental or psychological problems of the student or the student’s parent; 3. Sex behavior or attitudes; 4. Illegal, anti-social, self-incriminating, or demeaning behavior; 5. Critical appraisals of other individuals with whom respondents have close family relationships; 6. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians, or ministers; 7. Religious practices, affiliations, or beliefs of the student or the student’s parents; 8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.   A student’s personal information (e.g., name, address, phone number, social security number) will not be collected, disclosed, or used for the purpose of marketing or for selling that information without prior notification. A student’s parents or a student 18 years of age or older will be given an opportunity to inspect any instrument used to collect such information and student personal information will be released only with permission.  Personal information does not apply to the collection, disclosure, or use of personal information collected from students for: the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as college or other postsecondary education or military recruitment; book clubs, magazines, and programs providing access to low-cost literary products; curriculum and instructional materials used by elementary schools and secondary schools; tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments; the sale by students of products or services to raise funds for school-related or education-related activities; or student recognition programs.  Instructional materials used as part of the school’s curriculum may also be reviewed by the student’s parent(s).  Requests to review materials or to excuse students from participation in these activities, including any nonemergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law, should be directed to the office during regular school hours. |
| School Vehicles |
| District vehicles operated by staff shall not be idled for more than 5 consecutive minutes at any one location, unless otherwise provided for in policy. |
| Political Activities |
| Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state, and national level on the same basis as any citizen in public or private employment and within the law.  Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire by vote, discussion, or persuading others. Such discussion and persuasion may not be carried on during the performance of district duties, except in open discussion during classroom lessons that consider various candidates for a particular office or various sides of a particular political or civil issue consistent with district curriculum and assigned duties.  On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district’s official viewpoint. No staff member may use district facilities, equipment, or supplies in connection with their political activities, nor may they use any time during the working day for such political activities. |
| Personal Electronic Devices and Social Media |
| Staff possession or use of personal electronic devices on district property, in district facilities during the workday, while staff is on duty, including duty in attendance at district-sponsored activities may be permitted subject to the limitations in Board policy and consistent with any additional rules as may be established by the superintendent or designee. At no time, whether on duty or off duty, will a personal electronic device be used in a manner that interferes with staff duty, the responsibility for the supervision of students or in a manner that violates any other district policy.  A “personal electronic device” is a device not issued by the district and capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data.  Personal electronic devices shall be silenced during instructional or class time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignments. Devices which have the capability to take photographs or record video or audio, shall not be used for such purposes while on district property or while a staff member is on duty in district-sponsored activities, unless as expressly authorized by the principal or designee for a use directly related to and consistent with the employee’s assigned duties. Computers, tablets, iPads, or similar devices brought to school will be restricted to academic activities during on duty time.  The district will not be liable for loss or damage to personal electronic devices brought to district property and district-sponsored activities.  Staff members, while on duty and off duty, will utilize social network websites, public websites, and blogs judiciously by not posting confidential information about students, staff, or district business. Staff members may not post images of district facilities, staff, students, volunteers, or parents without written authorization from persons with authority to grant such a release. Staff members, while on duty and off duty, will treat fellow employees, students, and the public with respect while posting in order to prevent substantial disruption in school.  Communication with students using personal electronic devices will be appropriate and professional. Communication with students using personal electronic devices regarding non-school-related matters is prohibited during work hours and strongly discouraged at all other times. If communicating with students electronically regarding school-related matters, staff will use district email using mailing lists and/or other internet messaging to a group of students rather than individual students. Texting a student during work hours is prohibited. Texting a student while off duty is strongly discouraged.  Exceptions to the prohibitions set forth may be made for educational, health, safety, or emergency reasons with principal or designee approval.  Staff are subject to disciplinary action up to and including dismissal for using a personal electronic device in any manner that is academically dishonest, illegal, or violates the terms of Board policy GCAB – Personal Electronic Devices and Social Media – Staff. Staff actions on social network sites, public websites, blogs, and other social media, while on or off duty, that disrupt the school environment are subject to disciplinary action up to and including dismissal. A “disruption,” for purposes of this handbook includes, but is not limited to, one or more parent threatens to remove their children from a particular class or particular school, actual withdrawal of a student or students from a particular class or particular school, and/or a threatened or actual negative impact on the learning environment.  The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies. |
| Personal Property |
| The district is not liable for lost, stolen, or damaged personal property on district property. Personal property will not be stored on school sites without a direct connection to instruction and support of students learning. All personal property – such as microwaves, refrigerators, heaters, air conditioners or other electronic supports should have approval of the principal to be placed in any classroom. |
| Personal References for Employment |
| Employees are to contact the principal’s office prior to responding to any requests written or phone for references of/for employment. District letterhead, for this purpose, will only be used with written permission from the principal. |
| Personnel file |
| An official personnel file is established for each person employed by the district. A staff member’s personnel file may contain such information as applications for employment, references, records relative to compensation, payroll deductions, evaluations, complaints, and written disciplinary actions. All charges resulting in disciplinary action shall be considered a permanent part of a teacher’s personnel file and shall not be removed for any reason. Employees may submit a written response to any materials placed in their personnel file.  All records containing medical condition information such as workers’ compensation reports and release/permission-to-return-to-work forms will be kept confidential, in a separate file from personnel records. Except as provided below, or required by law, district employees’ personnel records will be available for use and inspection only by the following:   1. The individual employee. An employee may arrange with the personnel office to inspect the contents of their personnel file on any day the personnel office is open for business; 2. Others designated by the employee in writing may arrange to inspect the contents of the employee’s personnel file in the same manner described above; 3. The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection; 4. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection; 5. The superintendent and members of the central administrative staff designated by the superintendent; 6. District administrators and supervisors who currently or prospectively supervise the employee; 7. ESD Employees of the personnel office; as assigned by the HR department 8. Attorneys for the district or the district’s designated representative on matters of district business; 9. Upon receiving a request from a prospective employer issued under ORS 339.374(1)(b), the district, pursuant to ORS 339.378(1) shall disclose the requested information if it has or has had an employment relationship with a person who is the subject of the request, no later than 20 days after receiving such request. The records created by the district pursuant to ORS 339.388(8)(c) are confidential and are not public records as defined in ORS 192.311. The district may use the record as a basis for providing the information required to be disclosed about an employee under ORS 339.378(1); 10. Upon request from a law enforcement agency, the Oregon Department of Human Services, the Teacher Standards and Practices Commission, or the Oregon Department of Education, in conducting an investigation related to suspected abuse or suspected sexual conduct, to the extent allowable by state and federal law, including laws protecting a person from self-incrimination; 11. Upon request from a prospective employer or a former employee, authorized district officials may disclose information about a former employee’s job performance to a prospective employer and such disclosure is presumed to be in good faith. Presumption of good faith is rebutted by showing the information disclosed was knowingly false or deliberately misleading, was rendered with malicious purpose or violated any civil right of the former employee protected under ORS 659 or ORS 659A.   The superintendent may permit persons other than those specified above to use and to inspect employee records when, in their opinion, the person requesting access has a legitimate official purpose. The superintendent will determine in each case the appropriateness and extent of such access. |
| Purchases |
| In order to expedite the purchase of minor school supplies, postage, freight, and other emergency items request can be made to the office manager – who will seek for approval from school administration. At no time should staff use personal funds to purchase supplies for school setting.  Requests for reimbursement for approved purchases may be authorized only with the use of a district approved card. All appropriate receipts to the office manager with in 48hrs of purchase. |
| Prep periods |
| Prep periods are assigned in accordance with contractual agreements. Principals will include specific time in the daily schedule designated a preparation time. Staff are to remain on campus and complete daily tasks related to instruction including planning, grading, and communications. |
| Progress Reports |
| Teachers are expected to report to parents and students, at least quarterly ,their students’ progress toward achieving the academic content standards. Progress reports are issued at the mid-way point of the first, second, third, and fourth quarter grading periods indicating academic and behavior progress to date. Parents will receive reports on their students’ absences.  Such reports may be issued at other times during the course of a grading period as deemed appropriate by teachers.  No grade of “D” or “F” should be issued without a written progress report or documented conversation having been sent home notifying the student and the parents of academic deficiencies. |
| Prohibited use, Distribution, or Sale of Tobacco |
| To comply with state law, the use, distribution or sale of tobacco products or inhalant delivery systems by staff and all others is prohibited on all district property and in district-owned buildings and vehicles, on school grounds including parking lots, and at district-sponsored events.  “Tobacco product” is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco also known as smokeless, dip, chew, or snuff in any form. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.  “Inhalant delivery system” means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.  Violation of the policy by staff will result in discipline up to and including dismissal. |
| Purchase Orders |
| No obligation may be incurred by any staff member unless that expenditure has been authorized in the budget or as may otherwise be permitted by Board action and/or Board policy.  No purchase including purchases from student body funds/ activity funds will be authorized unless covered by an approved purchase order. Forms are available in the office.  All building purchase orders will be processed in the order received by the business office and must be completed with the following information:   1. Date; 2. Vendor; 3. Delivery address; 4. Item quantity; 5. Item description; 6. Unit value; 7. Total amount; 8. Budget code; 9. Name of requestor; 10. Signature of individual authorized to sign purchase orders.   All other purchases are subject to the Board’s policy governing bidding requirements, administrative regulation specifying exemptions from competitive bidding, and such other requirements as may be specified by law. Staff members with questions should contact the business manager for details. |
| Release of Staff Information |
| A staff member’s or volunteer’s address, personal electronic mail address, date of birth, social security number, and personal phone number contained in personnel records maintained by the district may be exempt from public disclosure. Such information will be released by the district only upon written permission of the staff member or volunteer, unless otherwise required by law.  The district will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose, or is in violation of the staff member’s civil rights. |
| Research/ Copyrights and patents |
| Staff members engaged in a research project using district resources or students, either for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the principal.  Privacy rights of students or other individuals involved in such research projects must be maintained.  Publications, instructional materials, articles, models, and other devices prepared by staff members for district use with district time, money, and facilities as part of the employee’s job responsibilities remain the property of the district.  In the event that a staff member produces items described above partly on their own time and partly on district time, the district reserves the right to claim full ownership. The employee may petition the district for assignment of copyright or patent rights. Employees may not attempt to copyright or patent such items without the knowledge and consent of the district. |
| Resignation |
| A licensed staff member who wishes to resign from their position with the district must give written notice at least 60 days upon or at the time of resignation. The superintendent may accept the resignation effective the day it is received and either release the teacher immediately or inform the teacher that they must continue teaching for part or all of the 60-day period. Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission (TSPC) to discipline the licensee. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.  A classified employee is expected to submit a written and signed notice of resignation at least two weeks prior to the date they wish to leave district employment.  Acceptance of the resignation by the superintendent will be made to the resigning employee in writing. The resignation shall be effective as of the date specified in the resignation notice. If no effective date is specified in the resignation notice, the resignation shall be effective as of the date specified in the superintendent’s acceptance letter. |
| Retirement |
| To assist the district in its planning efforts, staff members considering retirement are encouraged to notify the district and personnel director as early as possible, preferably at the beginning of the school year in which the retirement will take place. |
| Safety Committee |
| A building safety committee has been established to help implement the district’s safety program and as a part of any ongoing effort to help ensure the safety and health of students, staff, and others while on district property.  The building safety committee meets monthly, conducts workplace safety inspections monthly to locate and identify safety and health hazards, and makes recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from reoccurring.  All potential hazards are to be reported immediately to a safety committee member or to the office. |
| Security |
| Staff are expected to comply with all school security systems including participation in drills and events as outlined in school procedures. Staff should wear identification badges while on campus or on duty outside of school setting. |
| Sexual Harassment |
| When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure and JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures{[[13]](#footnote-14)}. |
| See administrative regulation GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure for reporting and investigating reports, information, or complaints of sexual harassment. |
| See administrative regulation GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure for reporting and investigating reports, information, or complaints of sexual harassment. |
| Sick Time |
| Sick time provisions:  Provides a minimum of 40 hours for full-time employees who work a full year or sick time accrued at 1 hour for every 30 hours worked.  Employees are eligible to use sick time on the 91st calendar day of employment.  Accrues based on actual time worked.  There is a 180-day window of time after the employee last works for an employer to retain eligibility, accrual, and balance of sick time.  Shall be used in one-hour increments  Sick time may be used for the employee’s or a family member’s mental or physical illness, injury, or health condition, need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition or need for preventive care, or for reasons consistent with the Family Medical Leave Act (FMLA) or OFLA. Sick time may also be used in the event of a public health emergency.  When the reason for sick time is consistent with FMLA/OFLA leave, the sick time, and the FMLA/OFLA leave may run concurrently.  Must notify workers at least quarterly of their sick time balance. |
| Special Interest Materials |
| Supplementary materials from non-school sources require principal approval prior to their use in school. This includes educational films and all video rentals secured from or through commercial sources.  Generally, materials that are of obvious educational quality, supplement and enrich instructional and reference materials for definite school courses and are timely may be considered for approval. |
| Staff Conduct |
| All staff are expected to conduct themselves in a manner that conforms to applicable job descriptions, Board policy, and administrative regulations.  Standards of the Ethical Educator:  The ethical educator, in fulfilling obligations to students, will:   value the worth and dignity of every student.   strive to ensure that every student receives the highest quality of service.   always place student needs or interests above personal needs or interests; 2   honor appropriate adult boundaries with students in conduct and conversations at all times.   protect students from conditions that are threatening or harmful; and   serve as a positive role model for students. The ethical educator, in fulfilling obligations to the school community, will:   apply for, accept, offer or assign a position of responsibility only on the basis of professional qualifications and will adhere to the conditions of a contract or the terms of appointment.   strive for continued improvement and professional growth.   respect the rights of all persons without discrimination.   interact with colleagues and parents in a respectful and professional manner.   use school property, equipment, materials and resources appropriately and only for educational purposes.   maintain confidentiality within the workplace.   refrain from accepting gifts or favors that might impair or appear to impair professional judgment; and   conduct himself or herself in and out of school in a way that reflects well on the school and avoid activities that may be disruptive to the school community or erode the educator’s effectiveness. The ethical educator, in fulfilling obligations to the profession, will:   know and obey all pertinent federal, state, and local laws, rules, and policies and will exemplify personal integrity and honesty at all times.   extend equal treatment to all members of the profession in the exercise of their professional rights and responsibilities.   accept responsibility for holding oneself and other educators responsible for ethical conduct.   communicate openly with colleagues and immediately address any concerns regarding a colleague’s behavior.   cooperate fully in all investigations and proceedings; and   not threaten, coerce, or discriminate against any individual who in good faith reports or discloses actual or suspected misconduct. |
| Application of Rules |
| 1. Oregon Administrative Rules were adopted by the Teacher Standards and Practices Commission (TSPC) in accordance with Oregon law. 2. Oregon law may be used as criteria by the TSPC in matters pertaining to the revocation or suspension of licenses issued by the commission under Oregon law or the discipline of any licensee or any person who has held a license at any time within five years prior to issuance of the notices of charges under Oregon law. 3. The commission determines whether an educator’s performance is ethical or competent in light of all the facts and circumstances surrounding the educator’s performance as a whole. 4. The commission will promptly investigate complaints:    1. The commission may, at its discretion, defer action to charge an educator against whom a complaint has been filed under ORS 342.176 when the investigation report indicates that disciplinary action against the educator is pending at the local district level or when criminal charges are pending or are likely to be filed against the educator. In considering whether to defer action to charge an educator, the commission shall consider all relevant circumstances including the nature and seriousness of the allegations and whether the educator is currently employed as a teacher or school administrator;    2. The executive secretary shall regularly inform the commission of the status of any complaints on which the commission has deferred action. |
| Definitions |
| The following definitions apply to OAR 584-020-0000 through 584-020-0045 unless otherwise indicated by context:   1. “Administrator” means any educator who holds a valid Oregon administrative license or registration, and who works in a position requiring an administrative license. 2. “Competent” means discharging required duties as set forth in these rules. 3. “Educator” means any licensed or registered or certified person who is authorized to be engaged in the instructional program including teaching, counseling, school psychology, school social work, administering, and supervising. 4. “Ethical” means conforming to the professional standards of conduct set forth in the rules. 5. “Sexual conduct” means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are:    1. Sexual advances or requests for sexual favors directed toward a student; or    2. Of a sexual nature that are directed toward a student or that have the effect of unreasonably interfering with a student’s educational performance, or of creating an intimidating or hostile educational environment. 6. “Sexual conduct” does not include touching or other physical contact that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements. 7. “Sexual harassment” means any unwelcome conduct with an individual which includes but is not limited to sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:    1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;    2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or    3. Such conduct unreasonably interferes with an individual’s work performance or creates an intimidating, hostile, or offensive working environment. 8. “Teacher” means any person who holds a teacher’s license as provided in ORS 342.125. |
| The Competent Educator |
| The teacher demonstrates a commitment to:   1. Recognize the worth and dignity of all persons and respect for each individual; 2. Encourage scholarship; 3. Promote democratic citizenship; 4. Raise educational standards; 5. Use professional judgment; and 6. Promote equitable learning opportunities. |
| Curriculum and Instruction |
| The competent educator measures success by the progress of each student toward realization of personal potential as a worthy and effective citizen. The competent educator stimulates the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of goals as they are appropriate for each individual. The competent teacher demonstrates:   1. Use of state- and district-adopted curriculum and goals; 2. Skill in setting instructional goals and objectives expressed as learning outcomes; 3. Use of current subject matter appropriate to the individual needs of students; 4. Use of students’ growth and development patterns to adjust instruction to individual needs consistent with number of students and amount of time available; and 5. Skill in the selection and use of teaching techniques conducive to student learning. |
| Supervision/ Evaluation |
| The competent educator is a student of human behavior and uses this knowledge to provide a climate that is conducive to learning and that respects the rights of all persons without discrimination. The competent educator assumes responsibility for the activities planned and conducted through the district’s program and assists colleagues to do the same. The competent educator gathers relevant information and uses it in the planning and evaluation of instructional activities. The competent teacher demonstrates:   1. Multiple ways to assess progress of individual students; 2. Skill in the use of assessment data to assist individual student growth; 3. Procedures for evaluating curriculum, instructional goals, and practices; 4. Skill in the supervision of students; and 5. Skill in differentiating instruction. |
| Management Skills |
| The competent educator is a person who understands students and is able to relate to them in constructive and culturally competent ways. The competent educator establishes and maintains good rapport. The competent educator maintains and uses records as required and as needed to assist the growth of students. The competent teacher demonstrates skills in:   1. Establishing and maintaining classroom management that is conducive to learning; 2. Using and maintaining district property, equipment, and materials appropriately; 3. Using and maintaining student records as required by federal and state law, and district policies and procedures; and 4. Using district and school business and financial procedures; and 5. Using district lawful and reasonable rules and regulations. |
| Human Relations and Communication |
| The competent educator works effectively with others – students, staff, parents, and patrons. The competent educator is aware of the ways the community identifies with the school, as well as community needs and ways the school program is designed to meet these needs. The competent educator can communicate with knowledge, clarity, and judgment about educational matters, the school, and the needs of students. The competent teacher demonstrates:   1. Willingness to be flexible in cooperatively working with others; and 2. Skill in communicating with administrators, students, staff, parents, and other patrons. |
| Ethical Educator |
| The ethical educator is a person who accepts the requirements of membership in the teaching profession and acts at all times in ethical ways. In so doing, the ethical educator considers the needs of the students, the district, and the profession. The ethical educator, in fulfilling obligations to the student, will:   1. Keep the confidence entrusted in the profession as it relates to confidential information concerning a student and family; 2. Refrain from exploiting professional relationships with any student for personal gain or in support of persons or issues; and 3. Maintain an appropriate professional student-teacher relationship by:    1. Not demonstrating or expressing professionally inappropriate interest in a student’s personal life;    2. Not accepting or giving or exchanging romantic or overly personal gifts or notes with a student;    3. Reporting to the educator’s supervisor if the educator has reason to believe a student is, or may be, becoming romantically attached to the educator; and    4. Honoring appropriate adult boundaries with students in conduct and conversations at all times.   The ethical educator, in fulfilling obligations to the district, will:   1. Apply for, accept, offer, or assign a position of responsibility only on the basis of professional qualifications and will adhere to the conditions of a contract or the terms of the appointment; 2. Conduct professional business, including grievances, through established lawful and reasonable procedures; 3. Strive for continued improvement and professional growth; 4. Accept no gratuities or gifts of significance that could influence judgment in the exercise of professional duties; and 5. Not use the district’s or school’s name, property, or resources for noneducational benefit without approval of the educator’s supervisor or the appointing authority.   The ethical educator, in fulfilling obligations to the profession, will:   1. Maintain the dignity of the profession by respecting and obeying the law, exemplifying personal integrity and honesty; 2. Extend equal treatment to all members of the profession in the exercise of their professional rights and responsibilities; 3. Respond to requests for evaluation of colleagues and to keep such information confidential, as appropriate; and 4. Respond to requests from a Commission representative for information, furnish documents to the Commission, and participate in interviews with a Commission representative relating to a Commission investigation, except subject to the exercise of any legal right or privilege. |
| Professional Development |
| The Board recognizes the importance of continued educational experiences and other professional development activities as a means to improve job performance.  Professional development activities may include, but are not limited to, college courses, workshops, curriculum planning, individual research, supervision of teacher trainees, and other such activities.  All requests for district payment of college course tuition require prior administrative approval. All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on such factors as availability of funds, consistency with district and building goals, and job assignment. Requests require prior principal approval. Forms are available in the office.  Completion of continuing professional development requirements as set forth in OAR Chapter 584, Division 255 by the Teacher Standards and Practices Commission for license renewal are the sole responsibility of the employee.  Meetings and conferences devoted primarily or exclusively to organizational or business affairs of associations of educators, political workshops, training sessions for consultation committees, and like activities will not be considered as appropriate activities for the expenditure of district funds. |
| Dress Code |
| All staff are expected to be neat, clean, and to wear appropriate dress for work that is in good taste and suitable for the job at hand.[[14]](#footnote-15)  Employees are allowed to wear religious attire while maintaining religious neutrality and refraining from endorsing religion in the educational environment. Please contact your building administrator or supervisor for additional information/guidance.  Teaching as a profession demands setting a good example for students in every possible way. As adults and professionals, teachers are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world. |
| Staff Ethics |
| District employees are prohibited from engaging in, or having a personal financial interest in, any activity that raises a reasonable question regarding the use of their official position in regard to their duties and responsibilities as district employees. This also applies to any personal financial benefit for the district employee’s relative[[15]](#footnote-16) or member of household of the employee, or any business with which the district employee or a relative or member of the household of the district employee is associated.  This means that:   1. Employees, relatives, or members of the district employee’s household will not use the employee’s position to obtain financial gain or avoidance of financial detriment from students, parents, or other staff; 2. Any device, publication or any other item developed during the staff member’s paid time shall be district property; 3. Employees shall not further personal gain through the use of confidential information gained in the course of or by reason of their position or activities in any way; 4. No district employee may serve as a Board or budget committee member in the district. 5. Staff members are prohibited from performing any duties related to an outside job during their regular working hours or during the additional time needed to fulfill the position’s responsibilities; 6. IF an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.   District facilities, equipment, or materials may not be used in performing outside work |
| Health and Safety |
| In order to assure the safety of staff and students, information and/or training are provided as necessary to assist all staff to recognize and to respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage, and disposal of such materials.  Safety Data Sheets (SDS), which accompany any hazardous substance used in the school setting, are maintained on file in the office and elsewhere in the building, as necessary, and readily available to any staff member who must handle such materials or who may have been exposed to such products.  All staff members are expected to conduct their work in compliance with first aid and infection control procedures established by the district and the following safety rules of the district:   1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district; 2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee’s responsibility to abide by and perform the following requirements:    1. Employees shall not operate any machine unless guard or method of guarding is in good condition, working order, in place, and operative;    2. Employees shall stop any machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting, or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;    3. Employees shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair, or setting up a new job;    4. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;    5. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (Use hook, stick, tong, jig, or other accessory.);    6. Employees shall not work under objects being supported that could accidently fall (such as loads supported by jacks, the raised body, or a dump truck, etc.) until such objects are properly blocked or shored;    7. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited and none should be abused by straining beyond its safe working load. 3. Employees shall not remove, deface, or destroy any warning, danger sign, or barricade; or interfere with any other form of accident prevention device or practice provided which they are using or which is being used by any other worker; 4. Employees must not work underneath or over others thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken; 5. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings; 6. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury; 7. Hazardous conditions or practice observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer; 8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger; 9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions; 10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping, or collision hazards; 11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes, or other objects with which contact would be dangerous; 12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately or suitable means or methods shall be used to control the hazardous condition; 13. All sharp, pointed, or otherwise hazardous projections in work areas shall be removed or rendered harmless. |
| Staff Involvement |
| Staff members are encouraged to participate in the decision-making process whenever practicable. Staff may become involved or serve with the school’s 21st Century Schools Council and may participate in such district and building activities as the establishment of district and building goals and objectives, curriculum revision and adoption, selection of instructional materials, and budget and facility planning. Contact the principal for additional information regarding possible building and district level committee work that may be available. |
| Staff / Parent Relations |
| The district encourages parents to be involved in their student’s school experience. Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the district any court order or parental plan that curtails the rights of the noncustodial parent.  A noncustodial parent may receive and inspect the school records pertaining to their student and to consult with teachers concerning their student’s welfare and education.  In the case of joint custody, the district will adhere to all conditions specified and ordered by the court. Such information will be maintained on file in the office and provided to staff, as appropriate.  Staff members with questions regarding custodial and/or noncustodial parent rights with respect to particular students should contact the school office. |
| Staff room |
| A staff room is provided to staff use during break, lunch, and preparation periods, as may be appropriate. All staff are expected to “pitch in” as needed, to help keep this gathering area clean and orderly.  Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk. The district will not be liable for loss or damage to personal items brought to district property and district-sponsored activities.  Students are not permitted in the staff room. |
| Suicide Prevention |
| The district has a suicide prevention plan that includes procedures relating to suicide prevention, intervention, and activities that reduce risk and promote healing after a suicide; identification of the school official responsible for responding to reports of suicidal risks; a procedure by which a person may request a district to review the actions of the school in response to suicidal risk; methods to address the needs of high risk youth (including youth bereaved by suicide; youth with disabilities, mental illness, or substance abuse disorders; youth experiencing homelessness or out-of-home settings, such as foster care; youth identifying as lesbian, gay, bisexual, transgender, queer, and other minority gender identities and sexual orientation; and youth identifying as Native American, Black, Latinx, and Asian); a description of, and materials for, any training to be provided to school employees as part of the plan; procedures for reentry into the school environment following a hospitalization or behavioral health crisis; and a process for designating staff to be trained in a evidence based suicide prevention program. |
| Social Committee |
| Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities.  All teachers are expected to be in their classrooms prior to the arrival of students.  Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Teachers who may need to temporarily leave the classroom or their assigned duties in an emergency situation while students are present are expected to contact the office to arrange for temporary coverage.  No other staff member may leave their assigned group unsupervised except as appropriate supervision arrangements have been made to take care of an emergency. |
| Sexual conduct |
| Sexual conduct by district employees, contractors[[16]](#footnote-17), agents of the district[[17]](#footnote-18), and volunteers[[18]](#footnote-19) is prohibited and will not be tolerated. All district employees, contractors, agents, and volunteers of the district are subject to Board policy, GBNAA/JHFF –Suspected Sexual Conduct with Students and Reporting Requirements.  “Sexual conduct” means verbal or physical conduct; or verbal, written, or electronic communications by a school employee, a contractor, an agent, or a volunteer that involves a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance or of creating an intimidating or hostile educational environment. “Sexual conduct” does not include touching or other physical contact that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent, or volunteer; and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.  “Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.  Any district employee, contractor, agent, or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer; or that another district employee, contractor, agent, or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the {[[19]](#footnote-20)}designated licensed administrator or the alternate designated licensed administrator, in the event the designated licensed administrator is the suspected perpetrator, for their school building. If the superintendent is the alleged perpetrator the report shall be submitted to the HR director who shall report the suspected sexual conduct to the Board chair. If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements.  When a designated licensed administrator receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, the administrator will follow procedures established by the district and set forth in the district’s administrative regulation JHFF/GBNAA-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) in accordance with administrative regulation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.  When there is reasonable cause to support the report, a district employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student’s safety.  When the designee receives a report of suspected sexual conduct by a contractor, an agent or a volunteer, the district shall prohibit the contractor, agent or volunteer from providing services to the district. If the district determines there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the district and the district will take necessary actions to ensure the student’s safety.  An “investigation” means a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the person who initiated the report, the person who may have been subjected to sexual conduct, witnesses, and the person who is the subject of the report; and results in a finding that the report is a substantiated report, cannot be substantiated, or is not a report of sexual conduct. If the subject of the report is a district employee represented by a contract or a collective bargaining agreement, the investigation must meet any negotiated standards of an employment contract or agreement.  If, following the investigation, the district decides to take an employment action, the district will inform the district employee of the employment action to be taken and provide information regarding the appeal process. The employee may appeal the district’s decision through the appeal process provided by the district’s collective bargaining agreement.  A “substantiated report” means a report of sexual conduct that TSPC or ODE determines is founded.  If the district employee decides not to appeal the employment action or if the determination of an appeal is sustained, the district shall create a record of the findings of the substantiated report and the employment action taken by the district will be placed in the records of the school employee maintained by the district. This information may be disclosed to a potential employer.  The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a Board member, district employee, contractor, agent of the district, or volunteer in good faith, the student will not be disciplined by the Board or any district employee, contractor, volunteer, or agent of the district.  The district will provide to employees at the time of hire, or to a contractor, agent or volunteer at the time of beginning service for the district, the following:   1. A description of conduct that may constitute sexual conduct; 2. A description of the investigatory process and possible consequences, if a report of suspected sexual conduct is substantiated; and 3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).   A district employee shall access, each school year, information and training made available by the district on prevention and identification of sexual conduct, the obligations of employees under ORS 339.388 and 419B.005 - 419B.050 and under adopted board policies to report suspected sexual conduct, and appropriate electronic communications with students.  A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the district employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law. |
| Religion |
| Teachers shall be permitted to teach or present to students information concerning religions and religious beliefs, but teachers shall not promote or inhibit, openly or covertly or by subtlety, a particular religion, religious belief, or nonreligious belief.  Students and staff members may be excused from participating in programs or activities which are contrary to their religious beliefs without penalty. |
| Tutoring |
| No private tutoring for which a staff member receives a fee is permitted in district schools on school time. District facilities, materials, or equipment may not be used. District facilities, materials, or equipment may be used under the same conditions as this property is made available to the general public and the authorized use is consistent with ORS Chapter 244. |
| Unmanned aircraft |
| A small unmanned aircraft, as defined by law, may be operated by the district. A small unmanned aircraft must weigh less than 55 pounds, including the weight of anything attached to or carried by the aircraft and must be registered through the Federal Aviation Administration (FAA) and Oregon Department of Aviation (ODA). The district will register as a user of such with ODA.  Publicly supported K-12 school programs and publicly supported entities that support K-12 schools or after school K-12 programs are exempt from the requirement to pay the ODA registration fee.  Any employee, volunteer, or representative of the district operating an unmanned aircraft system shall do so in accordance with Board policy, all applicable FAA and ODA regulations, and local laws.  Operation of a UAS at Oregon School Activities Association (OSAA) sanctioned events will be done in accordance with OSAA policies.  Prior to operating a UAS, the district will review all airspace, certification, registration, and other requirements. When operating in the National Airspace System (NAS), the supervisor (instructor/teacher) of the educational UAS shall hold a current pilot certification described in 14 C.F.R. Part 107 or have a Certificate of Authorization as described in 49 U.S.C. § 44801, so any student(s) can fly under their direct supervision and be in compliance with current FAA[[20]](#footnote-21) regulations. District staff will not operate more than one UAS at the same time.  District employees will work with administrators to ensure that proper insurance; registration, as required by FAA and ODA; reporting to FAA, and authorization from district administration are in place prior to use as a part of the district’s curriculum.  A staff member in violation of the policy may be subject to disciplinary action, up to and including dismissal. |
| Private vehicles |
| The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, and schedule activities or other transportation far enough in advance to avoid any use of private vehicles. No staff member may use a private vehicle for district business without permission from the principal. When using any vehicle while on district business, staff shall use seat belts. Failure to do so is grounds for dismissal.  At least two staff members must accompany a student being transported in a private vehicle. |
| Announced vacancies |
| Announced vacancies for licensed and classified positions are posted in the staff room at least five working days prior to closing the application period. Copies of the posting are also sent to association representatives.  During summer break, such notices are mailed to the association presidents.  Voluntary and involuntary transfer of staff members may be authorized by the superintendent based on district personnel needs and in accordance with district procedures and collective bargaining agreements. |
| Volunteers |
| The district encourages the constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of staff. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.  Staff members interested in securing the services of a volunteer or with names of individuals expressing an interest in volunteering should contact the office.  Any individual considered for volunteer service with the district who is allowed to have direct, unsupervised contact with students shall submit to an in-state criminal records check.  The district shall require a state and national criminal records check based on fingerprinting for a volunteer with direct, unsupervised contact with students in the following positions:  Head coaches;  Assistant coaches;  Overnight chaperone;  Volunteers transporting students, other than their own, in a private vehicle off district property for a district-sponsored activity  The use of volunteers requires prior principal approval. Forms are available in the office.  Any electronic communications with students by a volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, volunteers shall use district e-mail using mailing lists and/or other internet messaging to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a volunteer for the district is prohibited. |
| Weapons |
| In accordance with Oregon law, any district employee who has reasonable cause to believe a student or other person, while in a school, is or within the previous 120 days has unlawfully been in possession of a firearm or destructive device, as defined by the district’s weapons policy, shall immediately report such violation to an administrator or designee or law enforcement. Any district employee who has reasonable cause to believe that a person, while in a school, is or has been in possession of a firearm or destructive device more than 120 days previously, may report to law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.  Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations for firearms or destructive devices have occurred or that a student has been expelled for bringing, possessing, concealing, or using a dangerous or deadly weapon, firearm, or destructive device. Parents will be notified of all conduct by their student that violates the district’s weapons policy.  A person making a report as described above who has reasonable grounds for making the report is immune from liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of the report in accordance with ORS 339.315(1)(b). The identity of a person participating in a good faith report as described above may not be disclosed except when allowed by law.  Employees shall promptly report all other conduct prohibited by the district’s weapons policy to an administrator. |
| Whistleblower |
| When an employee has a good faith and reasonable belief the employer has violated any federal, state, or local, law, rule, or regulation; has engaged in mismanagement, gross waste of funds or abuse of authority; or created a substantial and specific danger to public health and safety by its actions, and an employee then discloses or plans to disclose such information, it is an unlawful employment practice for an employer to:  Discharge, demote, transfer, reassign, or take disciplinary action against an employee or threaten any of the previous actions.  Withhold work or suspend an employee.  Discriminate or retaliate against an employee with regard to promotion, compensation, or other terms, conditions, or privileges of employment.  Direct an employee or to discourage an employee to not disclose or to give notice to the employer prior to making any disclosure.  Prohibit an employee from discussing, either specifically or generally, the activities of the state, any agency of the state, or political subdivision in the state, or any person authorized to act on behalf of the state, any agency of the state, or political subdivision in the state, with:  Any member of the Legislative assembly;   * 1. Any Legislative committee staff acting under the direction of any member of the Legislative assembly; or   2. Any member of the elected governing body of a political subdivision in the state or any elected auditor of a city, county, or metropolitan service district.   An employee’s good faith and reasonable belief shall serve as an affirmative defense to civil or criminal charges related to the employee’s disclosure of lawfully accessed information related to the violation, including information that is exempt from disclosure by public records law.  The district will use the complaint process in administrative regulation KL-AR - Public Complaints Procedure to address any alleged violations of Board policy, GBMA - Whistleblower. |
| Student Operational Procedures |
| Assemblies |
| Students are required to attend all assemblies. Those who refuse are to be referred to the office.  All teachers are assigned to specific supervision duties during assemblies and are expected to be in their assigned areas.  Students may be removed from an assembly as deemed necessary by the staff member in accordance with building discipline procedures. |
| Assignments |
| The assignment of students and classes to teachers is the responsibility of the principal. Parents have the right to discuss student class assignments with the principal.  Any request to change a student’s assignment to a particular class by a student, parent, or teacher should be referred to counselor.  Students are to be added or dropped from teacher class rosters only when the student presents an add/drop slip from or when otherwise notified by the office.  Any student with the proper add slip, or who has otherwise been added to a particular class by the counseling office, is to be admitted to class. Teachers with questions regarding a student’s placement should contact the office. |
| Class Interruptions |
| The district is committed to protecting instructional time. Class interruptions of any kind will be kept to a minimum. Students are not to be permitted to interrupt a class in session without authorization from the office. Intercom use is restricted to administrative use or administrative approved use only. |
| Contests |
| The district cooperates with individuals, community organizations, and agencies desiring to sponsor contests for students, when such activities can be integrated into the school program without disruption or loss of instructional time for the student and without imposing an unreasonable added workload on staff. All such contests must be consistent with the purposes and educational aims of the district.  Teachers sponsoring such activities are responsible for the preparation and circulation of all informational materials and for other administrative work required in the grading, judging, or evaluation of the participant’s work.  The school may not be used to promote private or commercial interests. Nor may the school be used for the direct sales promotion of individual competitive goods or services.  Materials or activities initiated by private sources are to be referred to the principal for approval and will be judged on grounds of their direct contribution to educational values, factual accuracy, and good taste. |
| Corporal Punishment |
| The use of corporal punishment in any form against a student is strictly prohibited by the district and will be considered cause for discipline up to and including dismissal. “Corporal punishment” is defined as the willful infliction of, or willfully causing the infliction of, physical pain on a student. No teacher, administrator or other school personnel will subject a student to corporal punishment or condone the use of corporal punishment by any person under their supervision or control. Permission to administer corporal punishment will not be sought or accepted from any parent or school official.  A staff member is authorized to employ reasonable physical force upon a student when and to the extent the application of physical force is consistent with ORS 339.285-339.303 (Restraint and Seclusion). Physical force shall not be used to discipline or punish a student.  Corporal punishment does not include physical pain or discomfort resulting from or caused by training for or participation in athletic competition or other such recreational activity, voluntarily engaged in by a student. It does not include physical exertion shared by all students in a teacher-directed class activity, which may include, but is not limited to, physical education exercises, field trips, or vocational education projects.  No volunteer shall be allowed to inflict corporal punishment and if found in violation of Board policy JGA - Corporal Punishment as determined by a school official may be subject to sanctions and/or prohibited from volunteer service for the school or district as determined by the superintendent or the Board. |
| Dismissal |
| Teachers should never dismiss a class before the established dismissal time. Instructional time is considered to begin at the scheduled start time and end at dismissal. Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student a note for the student’s next class teacher. |
| Drug/ Alcohol and Tobacco |
| Students have a right to attend school in an environment conducive to learning. The district will not tolerate the possession, sale, or use of unlawful and harmful drugs (illicit drugs, nontherapeutic use of prescribed drugs, misuse of solvents, and other dangerous substances, and drug paraphernalia), alcohol or tobacco in the schools, on district property, on a school bus, or while participating in any school-sponsored activity, whether on district property or at sites off district property.  An age-appropriate drug, alcohol, and tobacco prevention curriculum is provided for all students in grades K-12 as a part of the health education curriculum. For students in grades 9-12 not enrolled in health education classes, a program of activities which meets the requirements of the drug, alcohol, and tobacco prevention rule has been developed. At least annually, high school students will receive age-appropriate instruction.  Each year, a planned staff development and public information program that addresses the needs and responsibilities for the entire staff is developed by the superintendent. The program includes current basic drug, alcohol, and tobacco information and an explanation of district drug, alcohol, and tobacco policies, procedures, and programs. The input of staff in planning and implementing the district’s staff development and public information program is encouraged to ensure a drug, alcohol, and tobacco program that best meets the needs of district students. |
| Emergency Drills |
| (1)All teachers are required to provide instruction on fire, earthquake, safety threats, and drills for at least 30 minutes each school month in accordance with the requirements of law.  (2)At least one fire drill, which include routes and methods of exiting the school building, will be conducted each month for grades K-12. At least one fire drill will be conducted within the first 10 days of the school year.  (3)At least two drills on earthquakes and two drills for safety threats will be conducted each year.  (4)A map/diagram of the fire escape routes to be followed should be posted near the classroom doorways and reviewed with students. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation, and other actions to take when there is a threat to safety.  The warning signal for a fire alarm/drill – continuous bell sound . Upon the sounding of a fire alarm, teachers are required to:   1. Immediately direct all students to orderly exit the buildings using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc., along the way; 2. Close windows, turn off lights, and lock door; 3. Take attendance book; 4. Escort class to at least 100 feet from the building and take attendance. Report any unaccounted students to the section lead; 5. Upon “all clear” signal, announced by administration, escort students directly back to class. Check attendance.   The warning signal for an earthquake alarm/drill is a bell signal. In the event of an earthquake, teachers are required to:   1. Immediately direct all students to “drop, cover, and hold on.” Students should drop to a crouched position with head bent to knees; hands clasped behind the neck, arms against ears, eyes closed, and back towards the windows. Safest areas, if indoors, would be under desks or tables as appropriate, along inside walls, in doorways or other protected areas and away from cabinets, bookshelves, light fixtures, or other such suspended objects; 2. Wait until shaking stops; 3. Evacuate building following established evacuation procedures; 4. Take attendance and report any unaccounted students to the administration; 5. Upon “all clear” signal, escort students back to class; 6. If outdoors during an earthquake, direct students to move away from buildings and other overhead objects such as power lines. Drop low to the ground and protect head and neck. |
| Films / video |
| Principal approval is required prior to showing a feature film or video to students in district classrooms. Only films or videos rated G, PG, or other non-rated media may be authorized for classroom use based on Oregon State guidelines and Board Policy IIABB  Requests are to be submitted to the principal at least five days prior to the proposed showing. Forms are available in the office. The following information should be included:   1. Title and brief description; 2. Purpose for the showing; 3. Match with course objectives; 4. Proposed date of showing; 5. When and how parents will be notified, or if necessary, grant consent; 6. Audience rating (e.g., G, PG ).   The showing of all feature films or videos with a G rating requires prior parent notification from the staff member. Feature films or videos with any other rating must have prior parental consent. Any media materials that are not rated are subject to the approval of the principal prior to viewing.  Parents should be provided the opportunity to preview a feature film, video, or other non-rated media, whenever possible. |
| Field trips |
| Field trips and other student activities involving travel may be authorized by the principal when such trips or activities contribute to the achievement of desirable educational goals.  Requests should be submitted to the principal well in advance of the proposed activity. All such requests will be considered based on such factors as availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program, and availability of appropriate supervision, either from within school staff or from volunteers.  Written parental permission must be obtained for each approved trip. Teachers are expected to submit the signed forms showing parental approval and acknowledgement of the student conduct guidelines to the office prior to departure for the scheduled activity.  Staff members should contact the office for appropriate substitute and vehicle arrangements and related field trip procedures and forms.  Any out-of-state travel and/or overnight trips must be approved by the Board. |
| Flag Salute |
| Students will be provided an opportunity to salute the United States flag at least once a week by reciting *The Pledge of Allegiance.* Individual staff members and students who do not participate in the salute must maintain a respectful silence during the salute. Each classroom is required to display a United States flag of an appropriate size. |
| Grading |
| The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the district and parents. As a close working relationship between the district and parents is essential to the accomplishment of this goal, regular communications with parents are essential.  Teachers are expected to report, at least quarterly, a student’s progress toward achieving academic content standards to the student and their parents. Parents will receive reports on their student’s absences.  Teachers should use a variety of communication devices, including phone and personal conferences, as well as written grade reports to keep parents well informed. At the beginning of the grading period, students and parents are to be informed regarding the basis of the grades and the methods to be used in determining grades.  Letter grades will be used as follows:  A – Superior  B – Above Average  C – Average  D – Below Average  F – Failing  P – Pass – Credit granted, nongraded course  NP – No pass – Credit denied, nongraded course  I – Incomplete  W – Withdrawal  Grading will be conducted on a nine-week basis.  Grade reduction or credit denial based on a student’s attendance may be permissible only when the student’s attendance is not used as a sole criterion for the grade reduction or credit denial. Prior to a grade reduction or credit denial, teachers are required to provide notice to the student, parents, or guardians that includes the following information:   1. Identification of how the attendance and class participation is related to the instructional goals of the subject or course; 2. Parents and students will be informed; 3. Procedures ensuring due process are available to the student when the grade is reduced or credit denied for attendance rather than academic reasons; 4. Reasons for nonattendance are considered and the grade is not reduced or credit denied based upon absences due to:    1. Religious reasons;    2. A student’s disability; or    3. An excused absence, as determined by the district’s policy.   Procedures affording due process will be provided to all students whose grade is reduced or credit denied for attendance rather than academic reasons. Reasons for the student’s absence will be considered. Notice of such criteria must be included in each teacher’s syllabus and distributed to students at the beginning of the grading period.  Special education students are to receive grades based on progress toward goals as stated in the student’s individualized education program (IEP).  Grades for each quarter will be due by 8am on the Monday following a grading day. They will be mailed to Parents/guardians no later than Wednesday of that same week. |
| Homework |
| Teachers at all grade levels are allowed to assign homework, which is expected to support instruction. Homework assigned should not exceed develop appropriate guidelines – 5 min per grade level / per year ( ex 3rd grade should not exceed 20 min per day of daily homework expectations)  Homework may refer to an assignment prepared during a period of supervised study in class or outside of class or which requires individual work in the home.  Homework is expected to be designed to improve learning, to aid in the mastery of skills and to stimulate interest on the part of the student. Any non- completed work during the day should be assigned after discussing expectations with parents.  The information for any homework assignment should be clear and specific so that the student can complete the assignment. Homework should not require the use of reference materials not readily available in most homes, school libraries, or the public library. Homework should require the use of those materials only when the student has had instruction in such use. |
| Human sexuality |
| Human sexuality, HIV/AIDS\*, and sexually-transmitted infections and disease prevention curriculum has been cooperatively developed and aligned with the Oregon Health Education Standards and Benchmarks, by parents, teachers, administration, local health department staff, and others as an integral part of health education and other subjects. The HIV/AIDS and sexually transmitted infections and disease prevention education and the human sexuality education comprehensive plan shall provide adequate instruction at least annually, for all students in grades 6 through 8 and at least twice during grades 9 through 12.  Teachers are expected to notify parents of minor students in advance that the material regarding any human sexuality or HIV/AIDS/HBV will be taught. Any parent may request their student be excused from that portion of the instructional program.  A part of the comprehensive plan of instruction shall provide age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12.  \* HIV - Human Immunodeficiency Virus; AIDS - Acquired Immune Deficiency Syndrome; HBV - Hepatitis B Virus |
| Make up work |
| A student who has an excused absence from class is permitted to make up those assignments that they have missed. The student is expected to make arrangements with the teacher on their first day back in class for the work missed due to absence.  Any student who has an unexcused absence or truant from school will be permitted to make up missed work at the discretion of the teacher.  A student suspended from school is to be permitted, as provided by Oregon Administrative Rule, to make up school work upon return from the suspension if the work reflects achievement over a greater period of time than the length of the suspension. For example, the student is allowed to make up final, midterm, and unit examinations without an academic penalty. Students may be allowed to make up daily assignments, laboratory experiments, class discussions, or presentations missed while under suspension at the discretion of the teacher. |
| Media Access |
| The media may be allowed to interview and photograph students involved in instructional programs and school activities including athletic events. Such media access may not be unduly disruptive and must comply with Board policies and district goals.  Media representatives are required to report to the principal for prior approval before accessing students involved in instructional programs and activities not attended by the general public.  Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.  Staff may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information. |
| Medications |
| Students may be permitted to take medication at school, at school-sponsored activities, while under the supervision of school personnel and in transit to or from school or school-sponsored activities.  Training will be provided by a qualified trainer to designated personnel authorized to administer medications to students within individual school buildings and while participating at school-sponsored activities, while under the supervision of school personnel, or while in transit to or from school or school-sponsored activities.  Training will provide an overview of applicable provisions of Oregon law, administrative rules, district policy, administrative regulations, and include, but not be limited to, safe storage, handling, monitoring medication supplies, disposing of medications, record keeping, reporting of medication administration, reporting of errors in administration, emergency medical response for life-threatening side effects and allergic reactions, and student confidentiality.  Students in grades K-12 may be permitted to administer medication to themselves without assistance from designated personnel in accordance with the following procedures:   1. A permission form from a parent or guardian (unless the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640, or 109.675) and written instructions have been submitted for all medication. In the case of prescription medications, instruction from the prescriber or other Oregon licensed health care provider is also required and shall include information that the student has been instructed in the proper use of the prescribed medication. Such permission may be indicated on the prescription label. Permission from a building administrator and a prescriber or registered nurse practicing in the school setting is also required for all self-administration of medication requests; 2. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated personnel. A permission form and written instructions will be required as provided above; 3. All medication must be kept in its appropriately labeled, original container, as follows:    1. Prescription labels must specify the name of the student, name of the medication, method of administration, dosage, frequency of administration, and any other special instruction;    2. Nonprescription medication must have the student’s name affixed to the original container. 4. The student may have in their possession only the amount of medication needed for that school day, except for manufacturer’s packaging that contains multiple dosage: in these situations, the student may carry one package; 5. Sharing and/or borrowing of any medication with another student is strictly prohibited.   Permission to self-medicate may be revoked by the principal if there are any abuses of these procedures.  All other students will be administered medication only by designated personnel after receipt of required parent permission forms and written instructions.  A process shall be established by which, upon parent written request, a backup prescribed auto injectable epinephrine be kept at a reasonable, secured location in the student’s classroom.  A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on school premises who the designated personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.  An individualized health care plan will be developed for every student with a known life-threatening allergy and for every student for whom the district has been given proper notice of a diagnoses of adrenal insufficiency. |
| Moving Class |
| From time to time, teachers may find it necessary to temporarily move a class from their scheduled room or teaching area. Teachers are responsible for ensuring that both the office and students are informed of the change.  As holding classes outdoors often presents a distraction to students in the class as well as to staff and students in other classrooms, teachers are expected to conduct their classes in their scheduled rooms unless otherwise assigned by the principal.  From time to time, certain class assignments may be more appropriately conducted outdoors. Prior principal approval is required for all such activities.  Staff are required to directly supervise students in all settings, including transitions. Staff should monitor halls, walk students to and from activities and provide support during transitions. |
| Non School Sponsored Study and Athletics |
| The district does not sponsor, endorse, or financially contribute to the variety of non-school-sponsored study and athletic tours/trips/competitions available to students.  Students who raise funds for their personal participation in such activities may not raise moneys for travel and other activity expenses as a representative of the school, during the school day. Students may not use school supplies, materials, or facilities in conjunction with such trips or their related fund raising. Board policy IGDK – All Non-School Functions must remain independent of school activities at all times including during practice, games and travel.  Staff members are prohibited from using their contact with students to advertise or recruit for summer or other holiday travel activities not sponsored by the district which involve their supervision of students. Staff may not advise parents regarding selection of such trips or tours for their students.  The counseling center may contain pamphlets which will assist parents who have questions about selection of such activities. |
| Program Exemptions |
| Students may be excused from a state-required program or learning activity for reasons of religion, or disability (as identified on IEP/504), or other reasons deemed appropriate by the district, upon the written request of the parent. The request shall include the reason(s) for the request and a proposed alternate activity. |
| Release time for religious instruction |
| Students may be excused from school for religious instruction, not to exceed two hours for grades 1-8 and five hours for grades 9-12 in any school week. Teachers will be notified by the office of any students in their class so excused.  Any student unable to attend classes on a particular day due to religious beliefs is to be excused from attendance requirements for that day.  No such absences shall be counted against a student in determining failure or reduction of grades. Any tests and assignments a student misses because of such absences are to be given to the student upon return to school or at such other times as may be deemed appropriate by the teacher. |
| Restraint or Seclusion |
| The district has developed a policy and administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students. See Board policy JGAB - Use of Restraint or Seclusion and its accompanying administrative regulation.  If restraint or seclusion continues for more than 30 minutes, school staff will attempt to immediately notify parents or guardians verbally or electronically. If restraint or seclusion continues for more than 30 minutes the student must be provided with adequate access to bathroom and water every 30 minutes. If restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes, an administrator for the district must provide written authorization for the continuation of the restraint or seclusion, including providing documentation for the reason the restraint or seclusion must be continued.  Following an incident involving the use of restraint or seclusion, school staff will provide parents or guardians of the student the following:   1. Verbal or electronic notice of the incident by the end of the school day when the incident occurred. 2. Written documentation of the incident within 24 hours that provides:    1. A description of the restraint or seclusion including: 3. The date of the restraint or seclusion; 4. The times the restraint or seclusion began and ended; and 5. The location of the incident.    1. A description of the student’s activity that prompted the use of the restraint and seclusion;    2. The efforts to de-escalate the situation and the alternatives to restraint or seclusion that were attempted;    3. The names of staff of the district who administered the restraint or seclusion;    4. A description of the training status of the staff of the district who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian; and    5. Timely notification of a debriefing meeting to be held and of the parent’s or guardian’s right to attend the meeting.   If the restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student that includes the lack of training, and the reason why a person without training administered the restraint or seclusion. The administrator will ensure written notice of the same to the superintendent.  An administrator will be notified as soon as practicable whenever restraint or seclusion has been used.  Whenever restraint or seclusion extends beyond 30 minutes, staff of the district will immediately attempt to notify a parent or guardian verbally or electronically.  A district Restraint and/or Seclusion Incident Report must be completed and copies provided to those attending the debriefing meeting for review and comment. The completed Restraint and/or Seclusion Incident Report Form shall include the following:   * 1. Name of the student;   2. Name of staff member(s) administering the restraint or seclusion;   3. Date of the restraint or seclusion and the time the restraint or seclusion began and ended;   4. Location of the restraint or seclusion;   5. A description of the restraint or seclusion;   6. A description of the student’s activity immediately preceding the behavior that prompted the use of restraint or seclusion;   7. A description of the behavior that prompted the use of restraint or seclusion;   8. Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted;   9. Information documenting parent or guardian contact and notification.   A documented debriefing meeting must be held within two school days after the use of restraint or seclusion; staff members involved in the intervention must be included in the meeting. The debriefing team shall include an administrator. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student.  If serious bodily injury or death of a student occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the Department of Human Services within 24 hours of the incident.  If serious bodily injury or death of a staff member occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the superintendent within 24 hours of the incident, or to the union representative for the affected person, if applicable.  The district will maintain a record of each incident in which injuries or death occurs in relation to the use of restraint or seclusion.  Use of restraint and/or seclusion in an emergency with a student who does not have restraint or seclusion as a part of their IEP or Section 504 plan is subject to all of the requirements established by Board policy JGAB - Use of Restraint or Seclusion and its administrative regulation with the exception of those specific to plans developed in an IEP or Section 504 plan. |
| Resuscitation decisions |
| No staff member may comply with any directive from parents or others, written or verbal, that life-sustaining emergency care be withheld from a student in need of such care while under the jurisdiction and supervision of district staff.  “Life-sustaining emergency care” means any procedure or intervention applied by appropriately trained district staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care may include efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation, and cardiopulmonary resuscitation (CPR).  In a life-threatening situation, staff members are expected to dial 911 for paramedic assistance and provide life-sustaining emergency care to any student requiring it in order to sustain life until relieved by paramedics or other appropriate medical personnel. |
| Retention |
| Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved.  A recommendation for retention or promotion of a student will be made only after prior notification and explanation to the student’s parent or guardian.  The final decision for promotion or retention will rest with the parent or guardian. If the parent or guardian’s decision is not in agreement with the school’s recommendation, the parent or guardian must sign a “release from responsibility” form to be placed in the student’s file. |
| Student Activity Fund |
| All moneys raised or collected by and/or for school-approved student groups are to be receipted and deposited into a checking account administered by the business office. All student activity fund expenditures must be approved by the principal and person in charge of the student activities program.  All expenditures from the general account of student activity funds must also be approved by the school-recognized student government organization if such organization exists. Funds derived from the student body as a whole shall be expended to benefit the student body as a whole.  All expenditures from a specific account of student activity funds related to other school-recognized student groups must be approved by the members of that organization and their staff advisor. Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization and, to the extent possible, to benefit those students currently in school who have contributed to the accumulation of the funds. |
| Student Conduct |
| All students are to comply with district policies and administrative regulations, written building and classroom rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials, and conduct themselves in an orderly manner at school during the school day and during school-sponsored activities.  In addition to adopted Board policies governing student conduct, administrative regulations, and school rules specifying student conduct expectations have been established. These rules apply to actions which occur on district property; at any district-sponsored activity regardless of location; or when traveling to or from school or district-sponsored activities on transportation provided or approved by the district; at the bus stop; or whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others.  A student handbook, code of conduct, or other document shall be developed and distributed to parents, students, and employees. Each school shall publish any additional rules specific to the school and distribute it to students and parents.  Disregard of these rules constitutes grounds for suspension, expulsion, or other reasonable disciplinary action.  Student conduct rules unique to individual classrooms may also be developed by teachers. All such rules must be consistent with district policies, administrative regulations, and school rules governing student conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms, and made available to parents.  Classroom rules and consequences are to be submitted to the principal for review and approval prior to implementation. |
| Detention |
| Teachers may detain a student after school hours/ assign Friday School for disciplinary reasons provided the parent has been notified of the detention and, in the case of bus students, prior arrangements have been made for the student’s transportation home.  Parents may be asked to arrange for the transportation of the detained student; however, if the parent cannot or will not provide it, an alternative disciplinary procedure must be substituted.  Students who are detained after school are not to be left unsupervised during their detention. |
| Student discipline |
| Student discipline, whether in the classroom, building, district grounds, or at district-sponsored activities regardless of location, is the responsibility of all staff. Student conduct infractions are listed in the *Student/Parent Handbook*. Student discipline will offer corrective counseling and sanctions that are age appropriate, and to the extent possible are shown through research to be effective.  The use of out-of-school suspension or expulsion for discipline of a student in the fifth grade or below, is limited to:   1. Nonaccidental conduct causing serious physical harm to a student or employee; 2. When a school administer determines, based on the administrator’s observation or upon a report from an employee, the student’s conduct poses a threat to the health or safety of students or employees; or 3. When the suspension or expulsion is required by law.   Students may be expelled for any of the following circumstances: a) when a student’s conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student’s behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law.  The district shall consider the age of the student and the student’s past pattern of behavior prior to imposing the suspension or expulsion. The following behavior referral process has been established to assist staff in dealing with student misconduct:  Minor Violations:  Step 1 With the first offense, the staff member describes the inappropriate behavior, provides an opportunity for the student to be heard, describes appropriate behavior, if necessary, and informs student that subsequent violations will result in a parent contact by the teacher. Document with student’s response and signature.  Step 2 With a second offense, the staff member describes the inappropriate behavior, provides the student with an opportunity to be heard, describes appropriate behavior, if necessary, and informs the student that they are now on Step 2. Contact parents with details and inform parents and student that further violations of the same rule will result in a referral to the office for disciplinary action. Document with student’s response and signature.  Step 3 With a third offense, the staff member confronts the student, describes the inappropriate behavior, provides the student with an opportunity to be heard, and if necessary, document with student’s response and signature. Submit form to the office for administrative action.  This three-step process is to be followed throughout the grading period. At the beginning of each new term, students are afforded a clean slate and the process begins anew. Students referred to the office for a third offense may begin anew or be continued with Step 2 or 3 actions, as deemed appropriate by the teacher in consultation with the administration.  Severe Violations:  All students with severe violations are to be referred to the office immediately. A complete student incident referral form must be submitted at the time the student is sent to the office. If a student refuses to report to the office as directed or the teacher deems it necessary for the student to be accompanied to the office, the office should be contacted for administrative assistance.  Each student who is being provided educational services through an Individualized Education Program (IEP) is subject to district discipline regulations unless, as provided by law, specific behavioral concerns are addressed as part of the student’s IEP. Teachers are expected to work cooperatively with special education staff to resolve any concerns regarding the conduct and discipline of a student with disabilities. See also Board policy JGDA - Discipline of Students with Disabilities |
| Student Dismissal Precautions |
| No staff member may permit any student to leave class/school prior to the regular hour of dismissal except as may be authorized by the office.  During school hours, or while engaged in district-sponsored activities, students may be released only into the custody of parents or other authorized persons. |
| Handbook |
| A student/parent handbook is issued to all students at the beginning of each new school year and at the time of registration for new students moving into the district at other times of the year.  All staff are expected to familiarize themselves with the general information, administrative regulations, and procedures pertaining to students as set forth in the student/parent handbook and in Board policy. |
| Student performance |
| Teachers are encouraged to arrange for individual student and group public performance when such performance contribute to the educational process and are consistent with district and course goals.  All performances involving students must be approved by the principal and may not interfere with other scheduled activities or classes within the school.  The extended use of one particular group of students is generally discouraged.  Teachers are expected to enforce all student conduct and discipline rules when engaged in such activities. |
| Transportation |
| Transportation of students to and from school, and curricular and extracurricular activities sponsored by the district is provided by the district’s transportation system in accordance with district policy.  Parents, employees, and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips and other school activities with prior principal approval only. The parent, employee, or other adult driving the vehicle must be properly licensed and must provide proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district. The vehicle must contain an adequate number of seat restraints including, when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age, and the adult driver requires their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until they are four feet nine inches tall or age eight and the adult belt properly fits. A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the minimum standards and specifications of law. Training in the proper installation and use of child safety systems may be required. The driver is responsible for not placing children under the age of 13 in the front seat of a vehicle equipped with passenger-side air bags.  No student is to be permitted to perform district business with their own vehicle, a staff member’s vehicle, or a district-owned vehicle. |
| Student Withdrawal from School |
| Upon notification by the office of a student withdrawal from school, teachers are expected to complete the student withdrawal form, including grade earned to date.  Teachers are expected to make a complete accounting of any unreturned or damaged books, locks, materials, supplies, equipment, or other district property including replacement costs, if known. Submit the list to the office. In accordance with the law and with Board policy, restrictions and/or penalties may be imposed until such fees, fines, or charges are paid. |
| Visitor |
| Students are not permitted to bring visitors to school without prior approval of the principal.  Staff members are expected to report any unauthorized person on school property to the principal. |
| Special Programs |
| Alternative Education |
| Alternative education programs have been developed and identified to meet the individual needs of students. These programs are made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; who have not met or who have exceeded all of Oregon’s academic content standards; when the district determines that the placement serves the student’s educational needs and interests, and assists the student in achieving district and state academic standards; or when a public or private alternative education program is not otherwise readily available or accessible. The involvement of staff, parents, and the community in recommending alternative education programs for Board approval is encouraged.  Alternative education programs consist of instruction or instruction combined with counseling and may be public or private. Home schooling is not a permissible alternative education option.  When a student is placed in an alternative education program by the district, the district is obligated to pay the actual private alternative education program cost or an amount equal to 80 percent of the district’s estimated current year’s average per-student net operating expenditure, whichever is less. If the student is not successful in the alternative education program, there is no obligation to propose or fund a second alternative.  The district provides individual notification to students and parents regarding the availability of alternative programs semi-annually or when new programs become available under the following situations:   1. When two or more severe disciplinary problems occur within a three-year period. Severe disciplinary problems are defined in the student/parent handbook- code of conduct; 2. When attendance is so erratic the student is not benefitting from the educational program. Erratic attendance is defined on a case-by-case basis; 3. When an expulsion is being considered; 4. When a student is expelled; 5. When emancipated minor or a student’s parent or legal guardian applies for exemption from compulsory attendance on a semi-annual basis.   Teachers with questions concerning available alternative education programs should contact a counselor or the principal. |
| Assessment |
| The district’s assessment program has been developed to meet state requirements and local district needs. All students are required to participate in district assessment. It is the teacher’s responsibility to administer assessment based on assessment schedule.  Assessment results are used to measure the academic content of standards and to identify students who meet or exceed the performance standards adopted by the State Board of Education. Additional services, alternative educational, or other public-school options are made available to any student who has not met or has exceeded all of the state-required academic content standards. The district’s assessment program consists of the following:   1. Criterion-reference assessments, including performance-based assessments, content-based assessments and other valid methods as may be required by state and federal requirements; 2. Individual diagnostic and ability evaluations in all grades when individuals have been referred and parental permission obtained; 3. Assessments by individual teachers; 4. Other schoolwide and grade level wide assessments.   Dates for district and state assessments will be announced by the principal, as appropriate.  An adult student or a parent on behalf of a student may annually opt-out of taking the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms to the parent or adult student. |
| Students whose primary language is a language other than English are provided appropriate assistance through the district’s English as a Second Language Program (ESL) until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction.  Parents who are not able to use English in a manner that allows effective, relevant participation in educational planning for their student will be provided with relevant written, verbal, or signed communication in a language they can understand.  Staff in need of assistance in translations, materials selection, special curriculum development, etc., should contact the office. |
| School Counseling |
| The district’s school counseling program is designed to involve all staff and parents in the educational, personal/social, and career development of students.  Counselors may provide such services as academic counseling for students and parents, including assistance and information in the areas of scheduling, forecasting, assessments, alternative education programs, progress toward meeting local and state graduation requirements, scholarship and college entrance requirements, and identification of district, community, and statewide resources for students with academic personal/social or other needs.  Counselors are also available to assist students with academic, social, and personal problems; and define and arrive at positive solutions through a variety of conference settings.  Students generally schedule appointments to see a counselor through the counseling office. Prior notice to a teacher that a student will be missing class may not always be possible because of the emergency nature of many of the appointments.  Teachers may refer a student to a counselor by contacting the counselor directly or by completing a referral form, available in the office. Teachers interested in arranging a conference with a counselor and a particular student and/or parent should contact the counseling office.  Counselors and teacher with counseling responsibilities are expected to fully respect the right of privacy of those with whom they enter counseling relationships. Confidential matters are not to be discussed over the phone or through email.  Confidentiality is not to be abridged except:   1. When there is clear and present danger to the student or others; 2. To consult with other professional persons when this is in the student’s interest; 3. When the student waives this privilege in writing; 4. When specifically authorized or required by law. |
| Crisis Prevention – Response Team |
| The district recognizes the necessity to ensure that all children have access to early education opportunities to better develop the skills, attitudes, and habits expected of kindergarten and first grade students. To this end, the district has coordinated and/or collaborated with a variety of programs for children birth through age five. These programs include early childhood special education, state and federal Head Start programs, Healthy Start, and child development. Glendale sponsors a PreK program for 4 year old student that provides social skills and academic awareness activities. Parents are required to register for open positions.  Additionally, early education opportunities are provided to students between kindergarten and grade three. These include targeted services for “at-risk” children; ongoing curriculum and educational practices review and improvements that encourage parent participation and promote consistency with research findings about how children learn and sensitivity to individual differences; interagency agreements among the district and health care and social-service providers; ongoing review of program goals; and planned transition from prekindergarten to kindergarten through grade three. |
| Health Services |
| The district has an established health-services program which provides:   1. Pertinent health information on students, as required by Oregon statutes and rules; 2. Health-appraisal services, including screening for possible vision or hearing problems 3. Health counseling for students and parents, when appropriate by district nurse; 4. Health care and first-aid assistance that is appropriately supervised and isolates the sick or injured child from the student body; 5. Control and prevention of communicable diseases as required by the Oregon Health Authority and the local health department; 6. Assistance for students in taking medication according to established district policies and procedures; 7. Services for students who are medically fragile or have special health care needs; 8. Integration of school health services with school health education programs.   The district’s school nurse is available as a resource to teachers in securing appropriate information and materials on health-related topics.  All staff will be informed of their responsibilities in these areas.  Nonemergency invasive physical examinations and screenings not otherwise required or permitted by state law may take place under federal law only with prior parental notification and the option for parents to excuse their student from the activity.  Oregon Revised Statute (ORS) 336.201 requires:   1. One registered nurse or school nurse for every 125 medically fragile students; or 2. One registered nurse or school nurse or one licensed practical nurse under the supervision of a registered nurse or school nurse for each nursing-dependent student; or 3. One registered nurse or school nurse for every 225 medically complex students.   The district may use the most cost effective means available to meet the above requirements. |
| Homebound Instruction |
| Homebound instruction is provided to any student whose health or impairment causes them to be absent from school for at least 10 days. A physician’s statement substantiating such absence is required in order for the district to authorize homebound instruction. The amount of instructional service provided will be related to each student’s educational needs, and physical and mental health.  Teachers are expected to cooperate with counselors, students, and parents to provide such assignments/homework as may be necessary to help students maintain satisfactory progress during the student’s temporary absence from school. |
| Home Tutoring |
| Home tutoring services may be provided to students who are temporarily disabled or for other medical reasons unable to attend school in excess of 10 consecutive school days.  A physician’s statement substantiating such absence is required in order for the district to authorize home tutoring.  The home tutor will work with the student’s teacher to provide the necessary instructional support needed to help the student maintain their academic progress. |
| Library Media |
| Teachers should contact library/media staff for assistance in obtaining audiovisual materials and equipment, computer software, video recordings, laser discs, sound filmstrips, and other instructional media materials maintained by the district.  Additional supplemental materials may also be available through the local education service district and/or state library system.  A professional collection of books and current periodicals is also available for staff use in the library/media center. Materials may be checked out through library/media staff.  Teachers may schedule with staff to bring entire classes to the library/media center for project work, as appropriate. Individual students may be admitted for specific project work during class time with a note from the student’s teacher. |
| Meal Program |
| The district participates in the National School Lunch, School Breakfast, Special Milk, Summer Food Service (SFSP), and Commodity Programs.  The district’s meal charge requirements will be published at the beginning of each school year and provided upon enrollment of a student, or the transfer of a student. The meal charging requirements will be posted on the district website, published in the student/parent handbook, and made available in the information on free and reduced-priced meals.  {[[21]](#footnote-22)}[Regardless of the ability to pay, a student shall be provided a reimbursable meal upon request. Parents or guardians may provide written permission to the district to withhold a meal from a student. After five meal charges, the district will attempt to certify the student for free or reduced-price meals. At least two attempts to contact the student’s parent or guardian for completing a meal application will be made by the district, including offering assistance filling out the application, if appropriate. Communications regarding student charges will be directed to parents or guardians, only.  **All adults (unless they are a current student) are required to pay for the meals that they receive from the cafeteria.** |
| Parenting student programs |
| The district advocates the right to continued public education for all pregnant and parenting students. A pregnant and/or parenting student should be encouraged to continue with their educational program and to participate in all school-sponsored activities unless physically unable.  Teachers are expected to work cooperatively with counselors, parents, and students in the development of individualized educational programs or services, or both, to address the needs of pregnant and/or parenting students when their educational needs cannot be met by the regular-provided school program. |
| Special Education |
| Students’ kindergarten through 21 years of age living in the district that have been evaluated by qualified educational and/or medical personnel and found eligible for services or programs for students with disabilities shall be provided a free appropriate public education (FAPE). The related services and educational programs provided are designed to meet the needs as specified by the student’s Individualized Education Program (IEP).  Special classes, separate schooling or other removal of students with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot  be achieved satisfactorily. A child with a disability is not removed from education in age-appropriate regular classrooms solely because of needed modifications in the general curriculum.  Placements are made by the building’s IEP team, which consists of the student’s parent(s); one regular education teacher, if the student is participating in the regular education program, or, if the student does not have a regular education teacher, a teacher qualified to teach a student the same age; the student’s special education teacher or a special education provider; a representative of the district; an individual, who may be another member of the team, who is knowledgeable about the student’s disability and who can interpret the instructional implications of the evaluation results; the student, when appropriate; and other individuals who have knowledge or special expertise regarding the student, at the discretion of the parent or district; and other agency representative as provided by law.  Teachers with questions regarding the referral and placement process should contact a special education staff member.  All teachers are expected to work cooperatively with special education staff to modify curriculum, instructional strategies, and grading as necessary to meet the needs of a student’s IEP. |
| Student Independent Study program |
| The district recognizes that students can experience a number of personal, behavioral or medical problems which can have an adverse effect on their behavior, conduct or academic performance in school.  In order to assist student to resolve problems arising from behavioral/medical problems, including alcohol and other drug abuse, the district has established a Student Assistance Program which can allow for students to study online, receive a modified day or develop an individual plan to support students.  The Board recognizes that childhood/adolescent suicide and suicidal tendencies are continuing problems within the elementary and secondary schools of the nation. Designated staff will be trained in an evidence-based suicide prevention program. All staff are expected to become familiar with the district’s Student Suicide Prevention Plan and Board policy JHH - Student Suicide Prevention.  Decisions regarding individual or a group in crisis will be made through a team approach. No individual staff member will make crisis decisions in isolation. |
| Talented and Gifted |
| The district has developed a written plan for the identification of, and provisions for a program and services for, academically talented and/or intellectually gifted students. This process of identification shall include as a minimum:  1. Use of research based best practices to identify talented and gifted students from under-represented populations such as ethnic minorities, students with disabilities, students who are culturally and/or linguistically diverse or economically disadvantaged.  2. Behavioral, learning, and/or performance information.  3. A nationally standardized mental ability test for assistance in the identification of intellectually gifted students.  4. A nationally standardized academic achievement test of reading or mathematics [or a test of total English Language Arts/Literacy or total mathematics on the Smarter Balanced Assessment for assistance in identifying academically talented students.  Identified students must score at or above the 97th percentile on standardized one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted  may be identified.  Each teacher will receive a list of identified talented and gifted students assigned to their classroom. Teachers are expected to modify curriculum, instructional strategies, and grading, as may be necessary, to meet the needs of identified students.  The district has established an appeal process for parents to utilize if they are dissatisfied with the identification process and/or placement of their student in the district’s program and who wish to request reconsideration. A complaint procedure has been developed for a person who resides in the district or a parent of a student attending school in the district to resolve disputes regarding the appropriateness of programs and services provided to talented and gifted students.  Staff should refer parents with questions to the principal. |
| Tile 1 Programs |
| In order to help meet the needs of disadvantaged students, the district participates in Title IA federally-funded programs that provide basic skills instructional services for educationally disadvantaged students in grades K-6and who live in targeted low-income areas. Students identified in need of Title IA services are provided instruction on a daily schedule, as appropriate. Title IA staff will meet with individual teachers regarding scheduled instruction.  Children with disabilities and Limited English Proficient children are eligible for Title IA services on the same basis as other children who are selected for services.  Teachers with questions or concerns regarding student placement or scheduling in this program should contact the building Title IA coordinator. |

# Signature Page

*I acknowledge I have read the Glendale School District Staff Handbook and agree to support the school rights and responsibilities as stated therein.*

Name (print) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

*These will be filed in the office to verify that the school rules have been read and understood by all students and parents.*

1. Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)). [↑](#footnote-ref-2)
2. This unlawful employment practice related to pregnancy, childbirth or a related medical condition (added to ORS 659A) applies to employers who employ six or more persons. [↑](#footnote-ref-3)
3. This unlawful employment practice related to disability as described in ORS 659A.112 applies to employers who employ six or more persons (ORS 659A.106). [↑](#footnote-ref-4)
4. This law applies if the district is the employer and has six or more employees. [↑](#footnote-ref-5)
5. “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students. [↑](#footnote-ref-6)
6. “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students. [↑](#footnote-ref-7)
7. “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students. [↑](#footnote-ref-8)
8. The display of a noose on public property with the intent to intimidate may be a Class A Misdemeanor under Senate Bill 398 (2021) [↑](#footnote-ref-9)
9. “School property” means any property under the control of the district. [↑](#footnote-ref-10)
10. { Prior to making a determination that results in this notification and opportunity for a hearing, the Superintendent of Public Instruction may cause an investigation pursuant to OAR 581-021-0511. Involved parties shall cooperate with the investigation pursuant to law.} [↑](#footnote-ref-11)
11. “Sexual assault” means unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation. [↑](#footnote-ref-12)
12. { The district may choose to insert the position of the designated district employee from GBEA-AR - Workplace Harassment Reporting and Procedure.} [↑](#footnote-ref-13)
13. { Common complaint procedures that may also be involved include Nondiscrimination (Board policy AC), Workplace Harassment (Board policy GBEA), Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence and Domestic Violence – Student (Board policy JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (Board policy GBNAA/JHFF)} [↑](#footnote-ref-14)
14. Discrimination on the basis of race, including but not limited to natural hair, hair texture, hair type and protective hairstyles, is prohibited. See ORS 659A.001. [↑](#footnote-ref-15)
15. “Relative,” for Oregon Ethics Law purposes, means the spouse (includes domestic partner), parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law of the employee; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the employee. Relative also include any individual for whom the employee has a legal support obligation, whose employment provides benefits to the employee, or who receives any benefit from the employee’s public employment. [↑](#footnote-ref-16)
16. “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students. [↑](#footnote-ref-17)
17. “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students. [↑](#footnote-ref-18)
18. “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students. [↑](#footnote-ref-19)
19. { ORS 339.372 requires the district to post the names and contact information of the persons, i.e., a licensed administrator and an alternate licensed administrator, who are designated to receive reports of sexual conduct for a school building in the respective school building. A licensed administrator is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.} [↑](#footnote-ref-20)
20. https://www.faa.gov/uas/educational\_users/ [↑](#footnote-ref-21)
21. { Pursuant to ORS 327.535 the following language reflects required practice, but the language is not required to be included.} [↑](#footnote-ref-22)